PART IV – REPRESENTATIONS AND INSTRUCTIONS

SECTION L
INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

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L.1 52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (OCT 2003)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation ``DUNS'' or ``DUNS+4'' followed by the DUNS number or ``DUNS+4'' that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet, Inc. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see Subpart 32.11) for the same parent concern.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number--

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at http://www.dnb.com; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business name.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company physical street address, city, state and Zip Code.

(iv) Company mailing address, city, state and Zip Code (if separate from physical).

(v) Company telephone number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

L.2 52.214-34 SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991)

Offers submitted in response to this solicitation shall be in the English language. Offers received in other than English shall be rejected.

L.3 52.214-35 SUBMISSION OF OFFERS IN U.S. CURRENCY (APR 1991)

Offers submitted in response to this solicitation shall be in terms of U.S. dollars. Offers received in other than U.S. dollars shall be rejected.

L.4 52.215-1 INSTRUCTIONS TO OFFERORS - COMPETITIVE ACQUISITION (JAN 2004)

(a) *Definitions*. As used in this provision -

"Discussions" are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

"In writing, writing, or written" means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

"Proposal modification" is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

"Proposal revision" is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

"Time," if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) *Amendments to solicitations*. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) *Submission, modification, revision, and withdrawal of proposals*.

(1) Unless other methods (*e.g.*, electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the proposal must show -

(i) The solicitation number;

(ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);

(iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

(iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and

(v) Name, title, and signature of person authorized to sign the proposal Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) *Submission, modification, revision, and withdrawal of proposals*.

(i) Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposal or revision is due.

(ii)

(A) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is “late” and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and -

(1) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(2) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(3) It is the only proposal received.

(B) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(iii) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(iv) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision at 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(5) Offerors shall submit proposals in response to this solicitation in English, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR 52.225-17, Evaluation of Foreign Currency Offers, is included in the solicitation.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

(d) *Offer expiration date*. Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

(e) *Restriction on disclosure and use of data*. Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall -

(1) Mark the title page with the following legend:

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of - or in connection with - the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [*insert numbers or other identification of sheets*]; and

(2) Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(f) *Contract award*.

(1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.

(2) The Government may reject any or all proposals if such action is in the Government's interest.

(3) The Government may waive informalities and minor irregularities in proposals received.

(4) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.

(6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.

(7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.

(8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

(10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.

(11) If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(i) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

(ii) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.

(iii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

(iv) A summary of the rationale for award.

(v) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(vi) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

L.5 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a cost plus award fee (CPAF) contract resulting from this solicitation.

L.6 52.222-24 PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION (FEB 1999)

If a contract in the amount of $10 million or more will result from this solicitation, the prospective Contractor and its known first-tier subcontractors with anticipated subcontracts of $10 million or more shall be subject to a preaward compliance evaluation by the Office of Federal Contract Compliance Programs (OFCCP), unless, within the preceding 24 months, OFCCP has conducted an evaluation and found the prospective Contractor and subcontractors to be in compliance with Executive Order 11246.

L.7 52.233-2 SERVICE OF PROTEST (AUG 1996) (MODIFIED BY DEAR 952.233-2)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

U. S. Department of Energy
Oak Ridge Office
Contracting Officer
P. O. Box 2001
Oak Ridge, TN 37831

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(c) Another copy of a protest filed with the General Accounting Office shall be furnished to the following address within the time periods described in paragraph (b) of this clause: U.S. Department of Energy, Assistant General Counsel for Procurement and Financial Assistance (GC-61), 1000 Independence Avenue, S.W., Washington, DC 20585, Fax: (202) 586-4546.

L.8 952.233-4 NOTICE OF PROTEST FILE AVAILABILITY (SEP 1996)

(a) If a protest of this procurement is filed with the General Accounting Office (GAO) in accordance with 4 CFR Part 21, any actual or prospective offeror may request the Department of Energy to provide it with reasonable access to the protest file pursuant to FAR 33.104(a)(3)(ii), implementing section 1065 of Public Law 103- 355. Such request must be in writing and addressed to the contracting officer for this procurement.

(b) Any offeror who submits information or documents to the Department for the purpose of competing in this procurement is hereby notified that information or documents it submits may be included in the protest file that will be available to actual or prospective offerors in accordance with the requirements of FAR 33.104(a)(3)(ii). The Department will be required to make such documents available unless they are exempt from disclosure pursuant to the Freedom of Information Act. Therefore, offerors should mark any documents as to which they would assert that an exemption applies. (See 10 CFR part 1004.)

L.9 952.233-5 AGENCY PROTEST REVIEW (SEP 1996)

Protests to the Agency will be decided either at the level of the Head of the Contracting Activity or at the Headquarters level. The Department of Energy's agency protest procedures, set forth in 933.103, elaborate on these options and on the availability of a suspension of a procurement that is protested to the agency. The Department encourages potential protesters to discuss their concerns with the contracting officer prior to filing a protest.

L.10 970.5227-9 NOTICE OF RIGHT TO REQUEST PATENT WAIVER (DEC 2000)

Offerors have the right to request a waiver of all or any part of the rights of the United States in inventions conceived or first actually reduced to practice in performance of the contract, in advance of or within 30 days after the effective date of contracting. If such advance waiver is not requested or the request is denied, the Contractor has a continuing right under the contract to request a waiver of the rights of the Government in identified inventions, i.e., individual inventions conceived or first actually reduced to practice in performance of the contract. Contractors that are domestic small businesses and domestic nonprofit organizations may not need a waiver and will have included in their contracts a patent clause reflecting their right to elect title to subject inventions pursuant to the Bayh-Dole Act (35 U.S.C. 200 et seq.).

L.11 CONTENT OF RESULTING CONTRACT (MAY 1997)

Any contract awarded as a result of this RFP will contain Part I -- The Schedule, Part II - Contract Clauses, and Part III, Section J -- List of Documents, Exhibits and Other Attachments. Blank areas appearing in these sections will be completed during or after negotiations. Part IV, Section K will be incorporated in the contract by reference.

L.12 EXCLUDED CONTRACTORS (MAY 1997)

Proposals are not solicited from firms which are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from federal procurement or nonprocurement programs.

L.13 SMALL BUSINESS SIZE STANDARDS AND SET-ASIDE INFORMATION (UNRESTRICTED) (MAY 1997)

This acquisition is unrestricted and contains no set-aside provisions. However, for purposes of this solicitation a small business is defined as $6 million. The North American Industry Classification System (NAICS) number is 561110.

L.14 NUMBER OF AWARDS (MAY 1997)

It is anticipated that there will be one award resulting from this RFP.

L.15 EXPENSES RELATED TO PROPOSAL OR BID SUBMISSIONS (MAY 1997)

This solicitation does not commit the Government to pay any costs incurred in the submission of any proposal or bid, or in making necessary studies or designs for the preparation thereof or to acquire or contract for any services.

L.16 AMENDMENT OF THE SOLICITATION (MAY 1997)

The only method by which any term of the solicitation may be modified is by an express, formal amendment to the solicitation generated by the issuing office. No other communication made at any scheduled prebid/preproposal conference, site tour, or subsequent discussions, whether oral or in writing, will modify or supersede the terms of the solicitation.

L.17 SITE TOUR (APR 2005)

(a) A site tour will be held as indicated below:

Time: 9:00 a.m. EST
Date: October 6, 2005
Place: Office of Scientific and Technical Information, 1 Science.Gov Way, Oak Ridge, Tennessee

The offeror shall complete the Site Tour Registration Form, included in Section L, Attachment A.

(b) Please limit attendance to three (3) people per offeror.

L.18 NOTICE OF LABOR PROVISIONS (MAY 1997)

(a) Offerors should note that this solicitation includes contract clauses requiring the listing of employment openings with the local office of the Federal-State employment service system and postings of employment notices. (See clauses "Affirmative Action for Special Disabled and Vietnam Era Veterans" and "Affirmative Action for Handicapped Workers").

(b) This solicitation may include clauses relating to specific labor laws. General information regarding the requirements of the Walsh-Healey Public Contracts Act (41 U.S.C. 35-45), the Contract Work Hours Standards Act (40 U.S.C. 327-333), and the Service Contract Act of 1965 (41 U.S.C. 351-358) may be obtained from the Department of Labor, Washington, D.C., 20310, or from any regional office of that agency. Requests for information should include the RFP number, the name and address of the issuing agency, and a description of the supplies or services.

L.19 DISPOSITION OF PROPOSALS OR BIDS (MAY 1997)

Proposals or bids will not be returned (except for timely withdrawals).

L.20 PROPOSAL INSTRUCTIONS – GENERAL (NOV 2004)

Section L of the RFP provides instructions and other information to the offeror related to the preparation of its proposal. Offerors are cautioned to follow these instructions carefully in order to assure that DOE receives consistent information in a form that will facilitate proposal evaluation. These instructions and the information contained in these instructions are not evaluation factors for this RFP. The evaluation factors are contained in Section M.

Proposals will be evaluated on both written and oral information submitted and presented by the offeror as detailed in the following provisions. Each initial proposal should contain the offeror's best terms from a cost, fee, and technical standpoint since it is the

Government's intent to evaluate proposals and award a contract without discussions. The Government, however, reserves the right to conduct discussions if it later determines that discussions are necessary (see the clause in Section L entitled, "Instructions to Offerors – Competitive Acquisition").

(a) **Supplemental Solicitation Definitions.**

"Proposal" means the electronic written proposal, bid or application submitted via IIPS or an authorized alternative in response to this solicitation.

"Oral Presentation" means the information presented orally in response to this solicitation which demonstrates the offeror's capability to perform the stated requirements.

"IIPS" is the acronym for the "Industry Interactive Procurement System" and means the hardware, firmware and software platform, including the associated database, by which DOE conducts electronic business.

"Electronic signature" or "signature" means a method of signing an electronic message that –

(1) Identifies and authenticates a particular person as the source of the electronic message; and

(2) Indicates such person's approval of the information contained in the electronic message.

(b) **Proposal Due Date.**

Submission of official proposals by means other than IIPS is not authorized. The electronic proposal submitted through the IIPS web site is the official proposal and must be received through the IIPS web site NO LATER THAN 4:00 p.m. local prevailing time on November 7, 2005. See FAR 52.215-1, which describes the treatment of late submission, modification, revision, and withdrawal of proposals. It is the responsibility of the offeror, prior to the proposal due date and time, to verify successful transmission in accordance with the proposal submission instructions in the "IIPS Users Guide for Contractors."

(c) **Solicitation Questions/Comments and Proposal Submission Information.**

Reference the User Guides at: http://e-center.doe.gov/doebiz.nsf/Help?OpenForm

(d) **Overall Arrangement of Proposal.**

Proposals, including any subcontractor, joint venture, LLC, or other teaming arrangements, are expected to conform to the solicitation provisions regarding preparation of offers. Proposals must be clearly and concisely written as well as being neat, indexed (cross-indexed as appropriate), and logically assembled. All pages of each volume shall be numbered, and identified with the name of the Offeror, the date, and the solicitation number. Proposal files are to be formatted in the

following applications: Adobe Acrobat 4.0 (PDF) or higher/Word97 or higher/Excel 97 or higher/ or PowerPoint 97 or higher.

(1) A cover letter for the overall proposal shall include but is not limited to the following:

(i) The name, address, telephone number, FAX number, and e-mail address of the individual in the offeror's organization to be contacted, if necessary, during evaluation of the proposal.

(ii) The complete formal name and address of the offeror's organization and/or other participants that would be used in any resulting contract.

(iii) The name, address, telephone number, FAX number, and e-mail address of representatives of the Government agency having administrative cognizance over the offeror, teaming/joint venture partner, or parent company, as applicable (such as contract administration within the meaning of FAR 42.3, Audit, and Equal Employment Opportunity).

(iv) An attachment to the cover letter that provides a brief executive summary of the entire proposal. The executive summary (attachment), limited to three (3) pages, should include a synopsis of the major features and the advantages of the offeror's proposal to the Government.

(2) The proposal shall consist of three volumes. Each volume of the proposal will be submitted as a separate file. Multiple electronic files may be submitted for each volume; however, each file must clearly identify the volume to which it relates. Reference(s) to another part, or section, of the proposal may be appropriate in order to avoid duplication of detailed information. Information required for proposal evaluation, which is not found in its designated section, may result in an unfavorable evaluation. With the exception of pricing information requested in Section B, Supplies or Services and Prices/Costs, all contractual cost and pricing information shall be addressed ONLY in the Cost Volume, unless otherwise specified. Proposal preparation instructions for Volume III, Cost, are found in the clause in Section L entitled "Requirements for Cost or Pricing Data or Information Other than Cost or Pricing Data – Alternative IV."

Proposal Volume	Title
Volume I	Offer and Other Documents
Volume II	Technical and Business Management Proposal
Part A	Technical summary and paper copy of oral

	presentation visuals
Part B	Past performance information and management team personnel resumes
Volume III	Cost

(3) Each volume designated above is to be submitted individually according to the instructions detailed in the IIPS on-line help document, which is available at:

http://e-center.doe.gov/doebiz.nsf/Help?OpenForm

(e) **Classified Information.** The offeror shall not provide classified information in response to this solicitation.

(f) **Point of Contact.** The Contracting Officer and Contract Specialist are the sole points of contact for this procurement.

(g) **Errors or Omissions.** The solicitation is considered complete and accurate in every detail and adequately describes the Government's requirements. If the offeror believes any part of the solicitation contains an error or omission, contact the Contracting Officer to obtain clarification. To preclude unnecessary work and to assure submission of a complete proposal, offerors are cautioned to resolve all questionable areas with the Contracting Officer.

(h) **Information Provided.** The Government will evaluate on the basis of information provided in the proposal. The Government will not assume that an offeror possesses any capability unless such a capability is established in the proposal.

(i) **Alternate Proposals.** Alternate proposals will not be accepted.

(j) **Joint Ventures, LLCs or Other Teaming Arrangements.** Offerors who submit a proposal as a joint venture, LLC, or other teaming arrangements shall provide full and complete information on each of the participating firms.

(k) **Technical Library.** All reference documents will be available electronically and will be posted on the ORISE website at: http://www.oakridge.doe.gov/orise/ under the heading "Documents."

(l) Internet Sites. The Internet sites referenced throughout the solicitation are listed below:

ORISE website: http://www.oakridge.doe.gov/orise/

Federal Business Opportunities (FedBizOpps): http://www.fedbizopps.gov/

Interactive Industry Procurement Systems (IIPS): http://e-center.doe.gov

Interactive Industry Procurement System (IIPS) User Guide for Contractors:
http://e-center.doe.gov/doebiz.nsf/Help?OpenForm

Department of Energy Acquisition Regulation (DEAR) Clauses and Provisions:
http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/Procurement/Acquisition+Regulation?OpenDocument

Federal Acquisition Regulation (FAR) Clauses and Provisions:
http://www.arnet.gov/far/

Executive Orders: http://www.archives.gov

DOE and Oak Ridge Office Orders: http://www.directives.doe.gov

L.21 PROPOSAL PREPARATION INSTRUCTIONS – VOLUME I, OFFER AND OTHER DOCUMENTS (NOV 2004)

(a) General.

Volume I, Offer and Other Documents, consists of the actual offer to enter into a contract to perform the desired work. It also includes the required representations, certifications, and other statements of the offeror, identification of technical data to be withheld, request for waiver of patent clauses, any other administrative information, and a summary of exceptions and deviations taken.

(b) Format and Content.

Volume I, Offer and Other Documents, shall include the following documents (in the order listed):

(1) The Standard Form 33 with blocks 12 through 18 completed by the offeror.

(2) Section K, Annual Representations and Certifications

(3) Foreign Ownership Control and Influence (FOCI)/Facility Clearance Requirement

Offerors and teaming partners, subcontractors, and joint venture team members shall follow the Instruction for Completion of the Certification Pertaining to Foreign Interests found at the following website: http://www.oakridge.doe.gov/orise/ under the tab titled "Documents."

Offerors and teaming partners, subcontractors, and joint venture team members who have either a Department of Defense, or a Department of Energy current facility clearance generally need not resubmit the information, but shall provide agency documentation which grants the facility clearance.

(4) Additional information to be furnished by the offeror.

(5) Exceptions and deviations to the contract.

(6) Summary of exceptions and deviations in other volumes.

(c) The Standard Form 33.

(1) Use of the Form. The Standard Form 33 is to be executed fully and used as the coversheet (or first page) of Volume I, Offer and Other Documents.

(2) Acceptance Period. The acceptance period given on the Standard Form 33 shall apply if no other period is offered.

(3) Signature Authority. The person signing the Standard Form 33 must have the authority to commit the offeror to all of the provisions of the proposal, fully recognizing that the Government has the right, by terms of the solicitation, to make an award without discussion if it so elects.

(d) Representations and Certifications, and Other Statements of the Offerors.

The offeror must acknowledge the it has completed the Annual Representations and Certifications electronically in accordance with the instructions contained in Section K.

(e) Additional information to be furnished.

(1) Data to be inserted in blanks found in the following Sections:

Section B –	Clause B.2, Estimated Cost, Base Fee, and Award Fee; Clause B3, Option to Extend the Contract
Section H –	Clause H.4, Small Business Subcontracting Plan; Clause H.10, Representations, Certifications and Other Statements of the Offeror
Section J –	Attachment B, Government-Furnished and Acquired Property; Attachment F, Key Personnel

(2) Remittance Address. If the Offeror’s remittance address is different from the address shown on the Standard Form 33, such address shall be furnished, including ZIP Code.

(g) Exceptions and deviations to the contract.

The offeror shall identify and explain any exceptions or deviations taken to the terms of the contract (Sections A – K). Any exception or deviation should be specifically addressed in Volume I, Offer and Other Documents. Any exceptions or deviations taken to the terms of the contract will make the offer unacceptable for award without discussions. If an offeror proposes exceptions or deviations to the terms and conditions of the contract, the Government may make an award without discussions to another offeror who did not take exception to the terms and conditions of the contract.

L.22 PROPOSAL INSTRUCTIONS – VOLUME II, TECHNICAL AND BUSINESS MANAGEMENT PROPOSAL (NOV 2004)

(a) General

(1) Volume II – The Technical and Business Management Proposal (hereinafter referred to as the Technical Proposal) consists of certain written information and an oral presentation. This information is intended to present the offeror's understanding, capabilities, and approach in satisfying the requirements of the Performance Work Statement. The proposal should be practical and be prepared simply and economically, providing a straightforward, concise delineation of what it is the offeror will do to satisfy the requirements of the Performance Work Statement.

(2) In order that the Technical Proposal may be evaluated strictly on the merit of the material submitted, no contractual cost information is to be included in the Technical Proposal.

(3) The format of and content of Volume II, Technical Proposal shall consist of the following components:

(i) Part A – Technical summary and paper copy of oral presentation visuals.
(ii) Part B – Past Performance Information, Management Personnel Resumes, and Pay and Benefits Information.

(b) Technical Summary. This written section, limited to three (3) pages, shall contain key points of the technical proposal.

(c) Oral Presentation Process

(1) General. After submission of the proposal, each offeror must make an oral presentation, not to exceed two hours (excluding questions and answers), to the DOE Source Evaluation Board and other Government representatives involved in the evaluation of proposals. The purpose of the oral presentation is to demonstrate the offeror's knowledge of the requirements of the prospective contract and the offeror's capability to meet those requirements. The offeror will address the topics identified in Clause L.23 and will not be permitted to address its offer (Volume I). The oral presentation itself and the question and answer session will not constitute a part of the offer, and it is not the Government's intent

to incorporate any portion of the oral presentation into any contract resulting from this RFP. The oral presentation will be evaluated in accordance with Section M.

(2) Test Problem. After completion of the oral presentation, DOE will present a test problem for the offeror to address. The offeror's response to the test problem will be evaluated under Evaluation Criterion 2, Subcriterion 2a. The offeror will be given one hour to review and prepare a response to the test problem and thirty minutes to present its response to the DOE Source Evaluation Board. Offerors may utilize visual materials prepared in response to the test problem. The Government will keep those materials and their content will be used in the evaluation. The Government may be present to observe the offeror during its preparation of the response to the test problem.

(3) Question and Answer Session. To avoid interfering with each offeror's allotted time, questions from DOE during the oral presentation will only be asked if needed to provide immediate information that cannot wait until the presentation is concluded, e.g., unfamiliar words or terms or to request that the speaker repeat something that was not heard clearly. A question and answer session after the conclusion of the test problem will be conducted to facilitate DOE's understanding of the presentation and may also include questions related to information presented in Volume II, Written Information. Neither the oral presentation nor the question and answer session will constitute "discussions," as defined in FAR Part 15, nor will they obligate the Government to conduct discussions or solicit or entertain any revisions to the offer.

(4) Schedule**.** DOE will schedule the oral presentations and will notify each offeror within five working days after the proposal due date of the date, time, location, and other instructions related to its oral presentation. Offerors will be given the opportunity to see the room that will be used for the oral presentations in advance of the presentation day. The oral presentations will commence no sooner than fifteen working days after the date for receipt of the proposals. DOE reserves the right to reschedule an offeror's presentation at its discretion and DOE will not consider requests from offerors to reschedule presentations, except under extenuating circumstances, e.g., personal sickness or emergency. The schedule for each offeror's oral presentation will be as shown below. DOE will strictly enforce the time limits. Offerors will be given latitude to space a 15-minute break to fit the presentation. If not scheduled during the presentation by the offeror, the break will be enforced by DOE.

8:00 a.m.	Presentation room open to offeror
9:00 a.m. – 9:15 a.m.	DOE/Offeror introductions and instructions
9:15 a.m. – 11:30 p.m.	Offeror's presentation (includes one 15-minute break)
12:30 p.m.	Presentation room open to offeror
12:45 p.m.-2:15 p.m.	Test Problem
2:30 p.m.	Questions and Answers

(5) Presenters and Attendees. The offeror's oral presentation must be made by the proposed Director (or equivalent) and, as appropriate, other members of the Key Personnel and management team, whom the offeror will actually employ under the prospective contract. Attendance shall include all of the offeror's key personnel and may include a reasonable number of the offeror's management team and corporate officials. If an offeror's Key Personnel includes current employees of the incumbent contractor, those individuals may participate in the oral presentation and question and answer session. DOE considers such participation to be consistent with guidance given the incumbent contractor. To clearly communicate to DOE representatives the identity of the speakers and attendees, all offeror's representatives shall wear clearly visible name tags indicating name and position.

(6) Method of Presentation. The offeror may use any means it wishes to make its oral presentation (e.g., overheads, slides, foam board, computer, etc.); except no video presentations will be allowed. Materials utilized shall be suitable for oral and visual presentation. DOE will only provide chairs and tables for use during the oral presentation; any other equipment must be supplied by the offeror. Unnecessarily elaborate presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness.

(7) Copies of Visual Materials. The offeror's visual materials shall be submitted to the Government as part of its proposal and are subject to the provisions of the clause in Section L entitled, "Late Submissions, Modifications, and Withdrawals of Proposals." If visual materials such as flip charts, foam board, etc., are to be used, the full size charts or boards do not have to be submitted with the proposal, but the same information as these materials contain must be included with the proposal. Each page of the visual materials should be numbered appropriately for identification and reference. DOE representatives involved in the evaluation of proposals will familiarize themselves with the offeror's visual materials prior to the oral presentation by the offeror. No modifications or substitutions to the visual materials will be accepted after the proposal due date, and the offeror shall submit only those visual materials that are to be presented during the oral presentation.

(8) Content of Presentation. The offeror shall address in its oral presentation the topics in the order listed in the clause entitled, "Proposal Instructions – Volume II, Oral Presentation Topics," in Section L. DOE will only evaluate those areas as specified in Section M. With respect to the oral presentation, only those visual materials submitted with the proposal and presented during the allotted time for the oral presentation shall be considered in the evaluation. Additional visual material will not be accepted.

(9) Video/Audio Recording of Presentation. The Government will make a video recording of the oral presentations and the question and answer session. Offerors will not be permitted to make audio or video recordings. However, upon request, a copy of the Government's video recording of an individual offeror's presentation will be made available to that respective offeror after award of the contract.

L.23 PROPOSAL INSTRUCTIONS – VOLUME II, ORAL PRESENTATION TOPICS (JUL 2005)

(a) Program and Management Approach

(1) Understanding of Work and Management Approach

The offeror shall describe its proposed approach in managing and directing the programmatic activities of the ORISE as described in Section C, entitled "Performance Work Statement." The programmatic activities shall be discussed in the order in which they appear in the Performance Work Statement.

The offeror shall describe how it plans to work with other DOE facilities, including national laboratories, and academic institutions to enhance and leverage DOE resources to further scientific and educational programs.

(2) Operations Support

(i) Facilities

The offeror shall identify any facilities and/or equipment by type, location, size, and function, which the offeror plans to provide in order to support operations of ORISE as described in Section C, entitled "Performance Work Statement." This discussion must include the offeror's plans for providing adequate space for incumbent contractor employees and Government-owned records currently housed in the facilities furnished by the incumbent contractor. The information in Section L, Attachment B entitled "Occupation Listing of Incumbent Contractor Employees," Attachment C entitled "Government Furnished Facilities/Occupants," and Attachment D entitled "Off-Site Work Locations" should be considered.

The offeror shall also describe how it plans to use Government furnished property and facilities as specified in Section C entitled "Performance Work Statement," and Section J, Attachments B entitled "Occupation Listing of Incumbent Contractor Employees" and C entitled "Government Furnished Facilities/Occupants," of this solicitation.

(ii) Support Functions

The offeror shall describe how it plans to implement the support functions to ensure that the programmatic activities are effectively conducted.

The offeror shall describe necessary management systems (e.g., management information systems, human resource information systems, accounting systems, maintenance operations, computer hardware and software). Discuss capabilities of the systems, prior use and adaptability to this contract.

The offeror shall describe its approach to business operations including business management systems, the management and control of direct and indirect costs, how cost benefit analyses will be performed on work functions to determine those that may be inefficient, and how improvements may be made to include process improvement and out-sourcing.

(3) Environment, Safety, and Health

The offeror shall describe its approach to an Integrated Safety Management System (ISMS) at ORISE in accordance with the clause in Section I, DEAR 970.5223-1 entitled "Integration of Environment, Safety, and Health Into Work Planning and Execution." The offeror shall explain how ISMS core safety management functions will be applied to the ORISE operations.

The offeror shall describe its core ES&H competencies (e.g., occupational medicine, radiation protection, industrial safety, environmental compliance, etc.) and explain how these will be integrated into planning and execution of all phases of ORISE operations.

The offeror shall demonstrate knowledge of permitting and licensing requirements adequate to operate ORISE and provide a description of activities necessary to maintain compliance.

(4) Partnerships

The offeror shall describe how it plans to work with small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small businesses.

The offeror shall describe how it plans to enhance partnership relationships with historically black colleges and universities (HBCUs) and minority educational institutions (MEIs).

(b) Leadership and Organization

(1) Management Personnel

The offeror shall address its management team's composition, how the management organization will function together as a team, and retain its Key Personnel for a period of at least one year.

The offeror will not present, as a part of its oral presentation, a recitation of the information contained in the resumes (See Section L, Attachment E) of the proposed management team. As part of the oral presentation, the offeror should relate the qualifications, knowledge, understanding, capability, experience, and demonstrated performance of the management team to their respective positions. The offeror will also discuss how the management team will contribute to the successful performance of the Performance Work Statement. The offeror should also discuss how it will meet the requirements of the clause in Section H entitled "Security Clearances." During the question and answer session, DOE may ask questions of, or about, the individual members of the management team with respect to clarifying the individual's understanding of, and capability to perform, the Performance Work Statement.

(2) Organization Structure and Corporate Commitment

The offeror shall describe its proposed organizational structure including the following:

(i) Present the organization structure with names and titles for the Director (or equivalent) and for the first tier management and any other direct reports to the Director (or equivalent). Titles for second tier management shall also be provided.

(ii) Describe the rationale for the proposed organizational structure, including the functions, roles, and responsibilities for each element of the organization. The offeror shall provide an organizational chart that depicts the offeror's proposed organizational structure.

(iii) Describe the proposed lines of authority and responsibility and the method(s) of interface both within and outside the offeror's organization (e.g., relations with customers, teaming partners, subcontractors, etc.).

(iv) Describe how the organization will operate, including lines of authority and how effective communication is carried out across organization lines, including internal and external communications (e.g., DOE, teaming partners, subcontractors, other contractors, universities, and the local community).

(v) Describe the flexibility within the offeror's organizational structure in responding to changes in mission requirements.

(vi) Describe the corporate support to this contract including level of oversight and availability of corporate resources.

(3) Transition Plan

The offeror shall describe how the responsibility for the work and the employees will be transitioned from the incumbent contractor to the offeror in an effective and cost efficient manner in accordance with the transition requirements specified in the clause in Section F entitled "Transition Activities." The plan will incorporate a master prioritized list and schedule of major activities including, as a minimum, the following:

(i) Methodology and schedule to be used for transition of the selected management team.

(ii) The process for assuming control of the technical programs and supporting activities. This should include a discussion of transfer of Government-furnished property and facilities and plans for acquiring or providing additional facilities and/or equipment.

(iii) The plan for accepting transition of the incumbent contractor employees.

(iv) The plan for accepting assignment of the incumbent contractor's subcontracts, and other agreements and commitments including regulatory permits.

(v) The plan for implementing necessary management systems (e.g., management information systems, human resource information systems, accounting systems, maintenance operations, computer hardware and software).

(vi) Explanation of the strategy to assume responsibility for ES&H functions and activities.

(c) Corporate Experience

The offeror shall present its relevant corporate experience and technical competency to successfully manage and direct the programmatic activities of the ORISE. In providing this information, the offeror should address its relevant experience in the last five years in the following areas:

(1) Describe how prior experience will contribute to the offeror's success in performing the activities identified in the Performance Work Statement.

(2) Provide information on experience in developing partnerships with academic, research, and business/industrial communities.

(3) Describe experience in administering and executing the principles of an integrated safety management system in meeting performance requirements in ES&H; describe how the importance of ES&H is promoted among workers and subcontractors as part of everyday operations.

(4) Describe experience related to accountability and maintenance of Government-owned and/or furnished facilities and equipment.

(5) Describe experience in achieving workforce diversity and utilization of small, small disadvantaged, HUBZone small, women-owned, veteran-owned, and service-disabled veteran-owned small businesses; HBCUs; and other MEIs.

(6) Describe experience relating to resolution of unanticipated problems.

To the extent that the experience relates to a parent company, newly formed joint venture, a limited liability company, limited liability partnership, or other similar entity formed for the purpose of competing for this contract, the relevant experience of the entities that comprise the newly formed entity will be evaluated.

L.24 PROPOSAL INSTRUCTIONS – VOLUME II, WRITTEN INFORMATION (NOV 2004)

(a) Past Performance Information

(1) Each offeror will be evaluated on its relevant past performance and must provide information related to its past performance. Offerors shall prepare a written Reference Information Form included as Attachment F to Section L, not to exceed 3 pages, for each reference submitted. References shall be provided to DOE for all contracts, subcontracts or other operations/activities, either currently ongoing or completed over the last three years which are similar in terms of the size, scope, and complexity to this procurement. This includes contracts terminated (partially or completely) during this period. Offerors may provide information on problems encountered on the identified contracts and the offeror's corrective actions.

(2) For purposes of past performance information, offerors shall be defined as including parent companies, members in a joint venture, teaming arrangement, limited liability company, or other similar entity and subcontractors that are considered a part of the proposal.

(3) The safety statistics requested on the Reference Information Form are based on standard OSHA definitions or other relevant information and should be based on

the full duration that the offeror was responsible for a contract/subcontract/ activity. If no statistics are available in the case of a joint venture, teaming arrangement, limited liability company, or other similar entity, provide the information requested above for the parent companies.

(4) The offeror is responsible for obtaining the past performance information from its references. The offeror shall provide the Past Performance Questionnaire, included in Section L, Attachment G, to the offeror's references along with a stamped envelope addressed as follows:

U. S. Department of Energy
Oak Ridge Office
Attn: Beth L. Holt, AD-421
RFP DE-RP05-05OR23100
P. O. Box 2001
Oak Ridge, TN 37831

(5) The Past Performance Questionnaire must be submitted directly from the reference to DOE. The Past Performance Questionnaire may also be submitted by facsimile to (865) 241-1990 or via e-mail to oriseseb@oro.doe.gov. The offeror shall be responsible for assuring, to the extent possible, that the Past Performance Questionnaire is returned to DOE. This information should be submitted no later than 5 calendar days after proposals are due. Receipt of the questionnaires by DOE is not subject to the provisions of the clause in Section L entitled, "Instructions to Offerors – Competitive Acquisition," related to late proposals.

(6) Offerors are advised that the Government may contact any or all references in the proposal and third parties (such as other Government contractors, other Federal Agencies, etc.) for performance information and that DOE reserves the right to use any such information received as part of its evaluation of the offeror, regardless of the number of questionnaires returned.

(b) Management Personnel Resumes

(1) The offeror must provide written resumes for "Key Personnel" who will be subject to the clause in Section I entitled "Key Personnel." Key Personnel shall include, as a minimum, the Director (or equivalent) and any direct reports to the Director who are deemed to have essential responsibilities in fulfilling the technical and program management services and/or related site and facility operations under this contract. Key Personnel may include employees of a joint venture or other teaming partner.

(2) Resumes shall address specific information on the qualifications, experience, and demonstrated performance relevant to their proposed position, including individual leadership qualities. Each resume shall follow the format shown in Section L, Attachment E, and shall not exceed 3 pages in length.

(3) The offeror shall complete the Personnel Reference Questionnaire, included in Section L, Attachment H, for each of the proposed management personnel. The offeror is responsible for providing the questionnaire to the reference and assuring that the questionnaire is returned to DOE no later than 5 calendar days after proposals are due. The questionnaire shall be sent directly to DOE to the address or fax number specified in paragraph (a) above. Offerors are advised that DOE may contact any or all references and other third parties and reserves the right to use any information received as part of its evaluation.

(c) Pay and Benefits

The offeror shall provide a pay and benefits package to incumbent contractor employees that is comparable in the aggregate, but may not necessarily mirror, their pay and benefits as required by Section H in the clause entitled "Workforce Transition and Management."

The offeror shall submit a completed Attachment L entitled "Certification of Intent to Provide Comparable Pay and Benefits," to this Section.

The offeror shall describe how it will provide comparable pay and benefits (including benefits administration), in the aggregate, using sound and reasonable human resource benchmarks that will exhibit innovative approaches to the management of this function as is consistent with best practices in the private sector. Specifically, the offeror shall:

(1) Describe how comparable pay and benefits, in the aggregate, will be assured for all incumbent contractor employees;

(2) Describe how a competitive overall pay and benefits package that provides for market-based retirement and medical benefit that is industry competitive will be provided for all new employees;

(3) Describe how a Defined Contribution Plan will be established which is comparable, in the aggregate, and includes all current, terminated vested, and long-term disability benefits;

(4) Describe how continued salary administration will be offered as part of the overall structure of a compensation package;

(5) Describe how company service credit will be established to assure that incumbent contractor employees' company service is maintained for the purposes of determining benefit eligibility; and

(6) Describe company policies for severance pay, annual and sick leave, and the level of benefits to be provided in the event of a reduction in force.

The information submitted in response to paragraph (c) will provide the basis for negotiation of the Advance Understanding on Human Resource Costs as referenced in the clause in Section H entitled "Advance Understanding on Human Resource Costs."

L.25 52.215-20 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (OCT 1997) ALTERNATE IV (OCT 1997)

(a) Submission of cost or pricing data is not required.

(b) Provide information described below.

The Cost Proposal, Volume III, consists of the offeror's proposed cost and fee to perform the required activities set forth in Section C, Clause C.1, entitled "Performance Work Statement," as well as the offeror's financial capability information.

I. General Information and Instructions

A. RFP Provisions Bearing on Labor Cost. The requirements of the clause in Section H entitled "Workforce Transition and Management," and the information presented in Section L, Attachment B entitled "Occupation Listing for Incumbent Contractor Employees," and Attachment I entitled "Average Salary Information for Incumbent Contractor Employees," should be considered in completing the cost proposal.

B. RFP Provision Bearing on Total Cost. The requirements for use of Government-furnished property and facilities as outlined in Section C, Clause C. 1, Performance Work Statement, should be considered in completing the cost proposal.

C. Allocation of Home Office Expenses. The Government reserves the right to enter into discussions and negotiations with the contractor on the proper allocation of Home Office General and Administrative expenses.

D. Accounting System. Include a statement as to whether the proposed contracting entity has government approval of its accounting system, and provide evidence of any such approval. Identify any deviations from the company's standard accounting procedures used in preparing the cost proposal.

E. CAS Applicability. Include a statement as to whether the proposed contracting entity is subject to cost accounting standards. If it is subject to those standards, provide:

1. The date of the current disclosure statement.
2. A statement as to whether the disclosure statement has been determined to be adequate.
3. A statement as to whether the proposal is priced in accordance with the entity's disclosed practices.

4. The status of any outstanding CAS noncompliance.

F. Agreement of Cost and Technical Proposals. Labor categories and levels of each category, if applicable, must be the same in both the cost and technical proposals. Offerors must provide some type of "crosswalk" document showing that the two respective proposals are in agreement.

G. Table of Contents. All pages in the cost proposal, including forms, tables, and exhibits, must be numbered and identified in a table of contents. The cost proposal shall be sufficiently complete so that cross-referencing to other volumes is not necessary. None of the information contained in Volume III should be included in any other proposal volume unless specifically requested in this solicitation. There is no page limitation on the cost proposal.

H. Point of Contact. Offerors shall provide the name, address, telephone number, facsimile number, and e-mail address of the person(s) authorized to provide any clarifying information regarding the Volume III, Cost Proposal. The offeror shall also provide the name, address, telephone number, facsimile number, and e-mail address(s) for the cognizant Administrative Contracting Officer and the cognizant Audit Agency Office, if any.

I. Right to Request Additional Information. DOE reserves the right to request additional information deemed necessary to adequately evaluate the cost proposal.

II. Proposed Other Than Cost or Price Information

A. Cost or Pricing Data. The following information other than cost or price information is required to support a determination of price reasonableness and cost realism. The information is requested by cost element and based on a detailed "bottoms up" type estimating technique for direct cost. If the offeror's normal estimating methodology is inconsistent with this approach, the normal methodology is acceptable provided that the method and source of data is thoroughly explained. For example, it is requested that material be identified by the kind, quantity, and cost of all material proposed; however, the normal method may be to estimate some or all material as a factor of a specific base.

B. Format and Type of Cost or Pricing Data. Offerors must complete an Exhibit similar to the one shown herein except that the cost elements should reflect the offeror's indirect rate structure and cost accounting practices. The total of the proposed cost and fee included within this exhibit and elsewhere, as appropriate, must agree with Section B, the clause entitled "Estimated Cost, Base Fee, and Award Fee."

EXHIBIT I
PROPOSED BASE PERIOD HOURS, COST, & FEE
(Dollars in 000's)

Cost Element	Transition Period	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Direct Labor Hours							
Direct Material							
Subcontracts							
Material Burden							
Direct Labor							
Fringe Benefits							
Overhead							
Other Direct Cost							
Participant Cost	0	82,205,315	85,493,528	88,913,269	92,469,800	96,168,591	445,250,503
G&A							
Total Cost							
Fee							
Total Cost & Fee							

EXHIBIT II
PROPOSED OPTION PERIOD HOURS, COST, & FEE
(Dollars in 000's)

Cost Element	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Option Year 5	Option Period Total
Direct Labor Hours						
Direct Material						
Subcontracts						
Material Burden						
Direct Labor						
Fringe Benefits						
Overhead						
Other Direct Cost						
Participant Cost	100,015,335	104,015,948	108,176,586	112,503,649	117,003,796	541,715,314
G&A						
Total Cost						
Fee						
Total Cost & Fee						

C. **Additional Information and Schedules.** The following schedules are required as support for the proposed cost presented in the above summary exhibit. Each schedule must contain the offeror's proposed escalation factors and assumptions as appropriate.

1. Material. Include a material list of all direct materials to be allocated to this contract.

2. Subcontract(s). Identify proposed subcontractors by name and cost. Provide a statement as to whether the subcontractor's proposal has been reviewed by the offeror for reasonableness, compliance with applicable provisions of the Federal Acquisition Regulations, and compliance with the Service Contract Act. Subcontract cost schedules must be in the same format as the prime contract cost schedules and shall include all support schedules defined in this section.

3. Material Burden. Identify the material burden rate for each year proposed. Provide a schedule showing the application of the material burden rate to the applicable base. The resulting cost should agree with the summary schedule.

4. Direct Labor. Prepare a schedule of labor hours and labor rates by labor category. The labor schedules shall support the total labor hours and labor cost reflected in the cost schedule shown above. The labor schedules shall identify proposed rates and hours for straight time, overtime and/or rate differential, if applicable. The offeror shall provide an explanation regarding assumptions used to compute overtime rates and rate differentials. The offeror shall also identify those labor categories subject to uncompensated overtime and provide assumptions used to compute labor rates for those categories. The labor categories subject to the Service Contract Act should be identified in order to verify that the offeror has complied with the requirements of the Act.

5. Fringe Benefits. Identify all applicable fringe benefits for each year proposed. Provide a schedule showing the application of each rate to the applicable base. The resulting cost should agree to the schedule above.

6. Overhead. Identify all applicable overhead rates for each year proposed. Provide a schedule showing the application of each overhead rate to the applicable base. The resulting cost should agree with the summary schedule.

7. Other Direct Cost. Provide a schedule identifying other costs anticipated by the offeror but not specifically provided for within the other cost elements. The ODCs must include an amount of $250,000 annually which represents the total direct cost of all improvements to Government facilities.

8. Participant Costs. The amounts included in Exhibits I and II are based on the actual cost for fiscal year 2004 of $74.038M escalated four percent annually. The actual cost includes costs (honoraria, stipends, travel, and fringe benefits) of undergraduate and graduate students, postgraduate researchers, and faculty who participate in ORISE supported fellowship, scholarship, internship, research participation, and related education programs. Also included, are costs for research participant employees defined as Contractor employees and located at Oak Ridge National Laboratory in Oak Ridge, Tennessee. These employees are addressed in Section H, the clause entitled "Workforce Transition and Management."

9. General & Administrative (G&A) Cost. Identify the G&A rate for each proposed year. Provide a schedule showing the application of the G&A rate to the applicable base. The resulting cost should agree with the summary schedule.

10. Fee. Provide a schedule depicting the amount of base and award fee for the base period (excluding the transition period), the option period, and the sum of these two periods. This information shall be provided for each period of performance as outlined in Section B, the clause entitled "Estimated Cost, Base Fee, and Award Fee," and in the clause entitled "Option to Extend the Contract."

    The requirements of the clause in Section H entitled "Performance Evaluation Plan" shall be considered in completing these schedules. The current FY 2005 (through September 30, 2005) Performance Evaluation Plan is provided for information purposes only in Section L, Attachment K. It is anticipated that the Performance Evaluation Plan for the initial period of performance of this contract, to be developed during the transition period, will be substantially similar to the current plan.

D. Major Activities. The PWS describes seven major activities. The offeror must prepare an exhibit(s) of the proposed costs as defined in Exhibits I and II separated into these seven activities.

E. Contingencies. The offeror shall provide information explaining the nature and amount of any contingence included in the cost proposal.

F. Cost of Security Clearances. Security clearances as required by Section H in the clause entitled "Security Clearances" will be paid for directly by the government and, therefore, no estimated cost should be included in the cost proposal.

III. Determination of Financial Responsibility

FAR 9.104-1(a) requires a prospective contractor to have adequate financial resources to perform the contract or the ability to obtain them in order to be determined responsible.

It is the offeror's responsibility to demonstrate its financial capability to complete the contract. Information provided by the offeror shall include, but not be limited to, the following, if it exists:

A. A current balance sheet and a profit/loss statement covering all quarters completed in the current fiscal year and projected data for the balance of the year.

B. An audit opinion rendered by an independent CPA firm and the related audited financial statements and notes to the financial statements for the last two completed fiscal years.

C. The information above for all participants if the offeror is a teaming arrangement and for any selected subcontractor whose estimated cost exceeds 25 percent of the total proposed cost. If the offeror is a limited liability company or similar entity created for the purpose of performing this contract and lacking financial resources, the above information should be submitted for the parent corporate entity(s).

The determination of financial capability to complete this contract shall be made by DOE. However, a financial capability review may be performed by the Defense Contract Audit Agency for DOE's consideration.

L.26 INTENTION TO PROPOSE (NOV 2004)

Within ten (10) calendar days after release of the RFP, offerors are requested to complete Attachment J entitled "Intention to Propose" and submit it as indicated thereon.

L.27 USE OF ADVISORS FOR PROPOSAL EVALUATION (NOV 2004)

Offerors are hereby notified that DOE plans to use non-government personnel to assist in the evaluation of proposals. Any such personnel will be required to sign the appropriate agreements regarding the review and protection of confidential and proprietary Contractor information. Any objections by offerors to the use of such non-government personnel must be made in writing.

L.28 SOLICITATION QUESTIONS (APR 2005)

The Offeror may pose any issues/questions related to this solicitation via the Industry Interactive Procurement System (IIPS) located at http://e-center.doe.gov. Each question should clearly specify the RFP area (Attachment, page, etc.) to which it refers. Questions received and their responses will be posted in IIPS. Questions must be received by October 7, 2005.

L.29 LIST OF ATTACHMENTS TO SECTION L (NOV 2004)

Attachment	Description	Number of Pages
A	Site Tour Registration	1
B	Occupation Listing of Incumbent Contractor Employees	7
C	Government Furnished Facilities/ Occupants	4
D	Off-Site Work Locations	
E	Resume Format	1
F	Reference Information Form	2
G	Past Performance Questionnaire	2
H	Personnel Reference Questionnaire	1
I	Average Salary Information For Incumbent Contractor Employees	1
J	Intention to Propose	1
K	FY 2005 Performance Evaluation Plan	61
L	Certification of Intent to Provide Comparable Pay and Benefits	1

SECTION L
ATTACHMENT A

SITE TOUR REGISTRATION

Please complete and return this form only if your firm intends to be represented at the site tour. There is a limit of three attendees permitted from one potential proposing entity. Complete a separate form for each attendee. Please type or print legibly.

Full Name: ____
(As it appears on photo identification)

Visitor's Title: ____

Company Name: ____

Company Address: ____
____

Telephone Number: (____)________________ FAX Number: (__)_________________

Social Security Number: __________________ Date of Birth: _____________________

Gender: ____ Male ____ Female Place of Birth (City, Country):___________________

Citizenship: ________________ Foreign National: ____ Yes ____ No

Permanent Resident Alien: ____ Yes ____ No Immigrant Alien: ____ Yes ____ No

Passport, Visa, and Immigration and Naturalization Service Information: ____________

Permanent Address (Street, City, Country): _____________________________________
____

Home Telephone Number: (____)____________________

Note: Tour attendees must bring photo identification, i.e., driver's license, military identification, or passport. Citizens of sensitive countries will not be permitted to take the tour.

This form will be made available to DOE Contractor security personnel.

This form must be received by DOE no later than 3 business days (7 business days if attendee is a foreign national) prior to the conference. Send to Beth L. Holt via facsimile at (865) 241-1990 or e-mail to oriseseb@oro.doe.gov.

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SECTION L
ATTACHMENT B

OCCUPATION LISTING OF INCUMBENT CONTRACTOR EMPLOYEES

(Employee Data as of September 20, 2005)

Occupation		Job Grade	Category	# Empls	FTE	Total Empls	Total FTE
Manager Senior -- Scientific/Professional	Direct the general organizational activities of a scientific line function.	15	FR	1	1.00	1	1.00
Senior Staff Specialist	Apply and/or develop highly advanced principles, theories, concepts, practices and standards in specialties, such as, legal, social sciences and nuclear or occupational medicine.	15	FR	2	2.00	3	2.50
			TEMP	1	0.50		
Manager Senior -- Line/Staff	Direct the general organizational activities of a scientific, professional, or administrative line or staff function.	14	FR	7	7.00	8	7.60
			PR	1	0.60		
Staff Specialist	Apply and/or develop advanced principles, theories, concepts, practices and standards in specialties, such as, legal, social sciences and nuclear or occupational medicine.	14	FR	2	2.00	4	2.43
			TEMP	2	0.43		
Manager Middle	Manage the general organizational activities of a scientific, professional, or administrative line or staff function.	13	FR	18	18.00	18	18.00
Senior Specialist	Apply extensive principles, theories, concepts, practices and standards in specialties, such as, legal, social sciences, and nuclear or occupational medicine.	13	FR	4	4.00	5	4.20
			TEMP	1	0.20		
Scientists & Engineers Senior Specialist	Apply extensive principles, theories, concepts, practices and standards in specialties, such as, chemistry, biochemistry, engineering, epidemiology, life and physical sciences, meteorology, physics, and toxicology.	13	FR	3	3.00	3	3.00
Manager First Level	Manage the general organizational activities of a scientific, professional or administrative line or staff function.	12	FR	14	14.00	15	14.00
Specialist	Apply comprehensive knowledge principles, theories, concepts, practices and standards in specialties, such as, emergency management, environmental health and safety, health physics, industrial hygiene, social sciences, and technical training.	12	FR	16	16.00	18	16.92
			TEMP	2	0.92		

Scientists & Engineers Specialist	Apply comprehensive knowledge of principles, theories, concepts, practices and standards in specialties, such as, chemistry, biochemistry, engineering, epidemiology, life and physical sciences, meteorology, physics, and toxicology	12	FR	6	6.00	13	10.25
			FT	2	2.00		
			TEMP	5	2.25		
Business Systems Analyst	Designs, develops, programs, installs, tests, documents, implements, conducts research for computer systems, utilities, and databases.	12	FR	4	4.00	4	4.00
Manager General Administrative	Manage professional or administrative function through project managers, team leaders, or directly to other exempt and/or nonexempt staff.	11	FR	5	5.00	5	5.00
Scientists & Engineers Staff Specialist Senior	Apply broad knowledge of principles, theories, concepts, practices and standards in specialties, such as, chemistry, biochemistry, engineering, epidemiology, life and physical sciences, meteorology, physics, and toxicology	11	FR	5	5.00	5	5.00
Systems Security	Applies current computer science technologies to the design, development, evaluation, and integration of computer systems and networks to maintain system security. Uses encryption technology, penetration and vulnerability analysis of various security technologies, and information technology security research.	11	FR	1	1.00	1	1.00
Systems Administrator	Maintains smooth operation of a multi-user computer system, including personal computers, client servers, electronic mail, on-line and internet resources, local area and wide area networks.	11	FR	2	2.00	2	2.00
Scientific Programmer/Analyst	Designs, develops, programs, installs, tests, documents, implements, conducts research for computer systems, utilities, and databases in a scientific/technical area.	11	FR	3	3.00	4	3.80
			PR	1	0.80		
Business Programmer/Analyst	Designs, develops, programs, installs, tests, documents, implements, conducts research for computer systems, utilities, and databases.	11	FR	11	11.00	11	11.00
Administrative & Professional Staff Specialist Senior	Apply broad knowledge principles, theories, concepts, practices and standards in specialties, such as, accounting and finance, emergency management, environmental health and safety, health physics, industrial hygiene, social sciences, and technical training.	11	FR	20	20.00	22	21.00
			PR	2	1.00		

Manager General Administrative	Manage professional or administrative function through exempt and/or nonexempt staff.	10	FR	7	7.00	7	7.00
Scientists & Engineers Staff Specialist	Apply detailed knowledge of principles, theories, concepts, practices and standards in specialties, such as, chemistry, biochemistry, engineering, epidemiology, life and physical sciences, meteorology, physics, and toxicology.	10	FR	2	2.00	3	3.00
			FT	1	1.00		
Systems Security	Evaluate and integrate computer systems and networks to maintain system security. Uses encryption technology, penetration and vulnerability analysis of various security technologies, and information technology security research.	10	FR	1	1.00	1	1.00
Systems Administrator	Maintains smooth operation of a multi-user computer system, including personal computers, client servers, electronic mail, on-line and internet resources, local area and wide area networks.	10	FR	6	6.00	6	6.00
Administrative & Professional Staff Specialist	Apply detailed knowledge of principles, theories, concepts, practices and standards in specialties, such as, communications, contracts administration, emergency management, environmental safety and health, health physics, general business, human resources, nursing, security administration, and technical writing.	10	FR	12	12.00	12	12.00
Accounting & Finance	Maintains the control of accounts and records. Compiles and analyzes financial information.	10	FR	1	1.00	2	1.50
			TEMP	1	0.50		
Business Support Analyst	Compiles and reviews budgets for organization unit. Collects data, allocates costs, and prepares reports.	10	FR	8	8.00	9	8.60
			PR	1	0.60		
Education Project Manager	Provide project management, planning, technical oversight, and coordination necessary to develop, implement, operate, and administer existing graduate and undergraduate student, faculty, and technical assistance programs	10	FR	13	13.00	13	13.00
Training & Development Project Manager	Provide project management for preparing and conducting training programs and/or specialized educational materials. Conducts seminars and facilitates discussion groups.	10	FR	12	12.00	12	12.00
Manager General Administrative	Manage administrative function through exempt and nonexempt staff.	9	FR	2	2.00	2	2.00

Scientists & Engineers Intermediate Specialist	Apply intermediate knowledge of principles, theories, concepts, practices and standards in specialties, such as, chemistry, biochemistry, engineering, epidemiology, life and physical sciences, meteorology, physics, and toxicology.	9	FR	7	7.00	9	8.20
			PR	2	1.20		
Programmer Analyst	Creates programs and provides patches and upgrades to existing systems.	9	FR	4	4.00	5	4.80
			PR	1	0.80		
Administrative & Professional Senior Specialist	Apply senior level knowledge of principles, theories, concepts, practices and standards in specialties, such as, accounting, communications, contracts administration, general business, human resources, nursing, security administration, and technical writing.		FR	11	11.00	12	11.60
		9	PR	1	0.60		
Education Project Manager	Provide project management, planning, technical oversight, and coordination necessary to develop, implement, operate, and administer existing graduate and undergraduate student, faculty, and technical assistance programs	9	FR	7	7.00	7	7.00
Training & Development Specialist	Prepares and conducts training programs and/or specialized educational materials.	9	FR	1	1.00	4	2.13
			PR	1	0.50		
			TEMP	2	0.63		
Maintenance Mechanic - HVAC Specialist	Plan, coordinate, schedule, and lead work for major HVAC projects.	9	FR	1	1.00	1	1.00
Health Physics Technician	Conducts tests and field investigations to monitor radiation levels in the environment and internal workplace to determine contamination levels using the appropriate instrumetns to make radioactive measurements.	9	FR	6	6.00	6	6.00
General Technician	Performs nonroutine and complex assignments. Work is performed in one or more areas of physical science, engineering, or life science.	9	FR	1	1.00	1	1.00
Manager General Administrative	Manage administrative function through nonexempt staff.	8	FR	1	1.00	1	1.00
Scientists & Engineers Entry Specialist	Apply basic knowledge of principles, theories, concepts, practices and standards in specialties, such as, chemistry, biochemistry, engineering, epidemiology, life and physical sciences, meteorology, physics, and toxicology.	8	FR	3	3.00	3	3.00
Programming & Systems	Performs general programming and systems tasks.	8	FR	1	1.00	1	1.00

Administrative & Professional Intermediate Specialist	Apply intermediate level knowledge of principles, theories, concepts, practices and standards in specialties, such as, accounting, communications, contracts administration, general business, human resources, nursing, security administration, and technical writing.	8	FR	24	24.00	25	25.00
			FT	1	1.00		
Maintenance Mechanic	Performs general maintenance and repair of equipment and buildings in such trades as painting, carpentry, plumbing, and electrical work.	8	FR	7	7.00	7	7.00
Health Physics Technician	Obtains competent and reliable measurements of radioactive materials in both the working environment and the internal workplace.	8	FR	3	3.00	3	3.00
Electronic Instrument Instructor	Maintains instrumentation and conducts training on instruments.	8	PR	1	0.50	1	0.50
General Technician	Performs non-routine assignments that are varied and moderately complex. Work is performed in one or more areas of physical science, engineering, or life science.	8	FR	2	2.00	3	2.50
			TEMP	1	0.50		
Computer Technician	Resolves a variety of difficult software operating and/or hardware problems.	8	FR	3	3.00	3	3.00
Application Programming	Performs basic programming and develops reports.	7	FR	1	1.00	1	1.00
Administrative & Professional General Specialist	Apply general level knowledge of principles, theories, concepts, practices and standards in specialties, such as, accounting, communications, contracts administration, general business, human resources, and security administration.	7	FR	22	22.00	23	22.50
			TEMP	1	0.50		
General Administrative & Clerical Support	Performs administrative and clerical duties and tasks that reflect substantial variety and complexity.	7	FR	17	17.00	20	18.60
			PR	2	1.40		
			TEMP	1	0.20		
Computer Technician	Resolves a variety of nonstandard software operating and/or hardware problems.	7	FR	7	7.00	7	7.00
Application Programming	Performs entry level programming and develops reports.	6	FR	1	1.00	1	1.00
General Technician	Performs assignments that are not completely standardized or prescribed. Work is performed in one or more areas of physical science, engineering, or life science.	6	FR	4	4.00	4	4.00

General Administrative & Clerical Support	Performs administrative and clerical duties and tasks that are varied and moderately complex.	6	FR	14	14.00	16	15.00
			PR	2	1.00		
Accounting Specialist	Performs complex accounting support duties and tasks.	6	FR	6	6.00	7	6.60
			PR	1	0.60		
Desktop Publishing	Performs desktop publishing duties and tasks that are varied and moderately complex.	6	FR	2	2.00	2	2.00
Personnel Assistant	Performs personnel support related duties and tasks that are varied and moderately complex.	6	FR	4	4.00	4	4.00
Drafter/CAD Operator	Prepares complete sets of complex drawings which include multiple views, detail drawings, and assembly drawings	6	FR	1	1.00	1	1.00
General Technician	Performs standardized or prescribed assignments. Work is performed in one or more areas of physical science, engineering, or life science.	5	FT	1	1.00	1	1.00
General Administrative & Clerical Support	Performs administrative and clerical duties and tasks that are varied but standardized	5	FR	14	14.00	14	14.00
Accounting Technician	Performs accounting clerical duties and tasks that are varied but standardized	5	FT	1	1.00	1	1.00
Program Specialist	Performs program related clerical support duties and tasks that are varied but standardized	5	FR	32	32.00	33	32.50
			TEMP	1	0.50		
General Administrative & Clerical Support	Performs administrative and clerical moderately routine tasks	4	FR	9	9.00	13	12.00
			FT	2	2.00		
			TEMP	2	1.00		
Copy Center Operator	Operates photocopying, photographic, duplicating, and copier machines to make copies of documents. Operates binding machines	4	TEMP	1	0.50	1	0.50
Security Guard	Carries out instructions primarily oriented toward insuring that emergencies and security violations are readily discovered and reported to appropriate authority. Intervenes directly only in situations which require minimal action to safeguard property and persons. Unarmed	4	FR	1	1.00	2	1.50
			TEMP	1	0.50		

Light Vehicle Driver	Drives automobile or light truck to pick up and deliver items to various locations	4	FR	1	1.00	1	1.00
Custodial	Cleans offices and laboratory working areas and restrooms	3	FR	9	9.00	11	9.40
			TEMP	2	0,40		
General Administrative & Clerical Support	Performs administrative and clerical routine repetitive tasks	2	TEMP	19	9.20	19	9.20
TOTAL						482	

FR: Full Time Regular
FT: Full Time Temporary up to one year or more
PR: Part Time Regular
TEMP: Part Time Temporary and Full Time Temporary less than one year

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SECTION L
ATTACHMENT C

GOVERNMENT FURNISHED FACILITIES/OCCUPANTS

Facility	Type of Space	Occupied/Unoccupied (gsf)	Building Use	Occupants
Laboratory Road Complex				
Bldg. 2714-G *	Office	2,390/0	Professional training programs	6
	Laboratory	8,587/0		
	Classroom	5,379/0		
	Storage	436/0		
	Miscellaneous	3,592/0		
Bldg. 2715 **	Office	0/1,409	Professional training programs	0
	Laboratory	1,733/0		
	Classroom	0/0		
	Storage	0/208		
	Miscellaneous	0/63		
Bldg 2715A *** (Trailer)	Office	0/1,596	Unoccupied	0
	Laboratory	0/0		
	Classroom	0/0		
	Storage	0/0		
	Miscellaneous	0/84		
Total		**22,117/3,360**		

* As part of ongoing modernization/consolidation activities, this facility will be vacated during late FY 2006. All activities will be relocated to Building SC-1.

** As part of ongoing modernization/consolidation activities, personnel in this facility responsible for conducting non-training activities were previously relocated to contractor owned facilities. Personnel located in Bldg. 2714-G will continue to utilize this facility until it is totally vacated by May 2007, subsequent to remaining property (e.g. training equipment) being relocated to Scarboro Operations Site facilities.

*** As part of ongoing modernization/consolidation activities, personnel in this facility responsible for conducting non-training activities were previously relocated to contractor owned facilities. This facility, in concurrence with the vacating of Bldg. 2714-G, will be totally vacated subsequent to remaining property (e.g. training equipment) being relocated to Scarboro Operations Site facilities.

Facility	Type of Space	Occupied/Unoccupied (gsf)	Building Use	Occupants
Atmospheric Turbulence Diffusion Division*	Office	5,076/0	Support to NOAA	24
	Laboratory	5,305/0		
	Classroom	904/0		
	Storage	1,041/0		
	Miscellaneous	5,247/0		
Total		**17,573/0**		

* This Government furnished facility houses NOAA and ORISE employees, who provide support to NOAA through an Interagency Agreement between NOAA and DOE.

Facility	Type of Space	Occupied/Unoccupied (gsf)	Building Use	Occupants
REAC/TS *	Office	1,297/0	REAC/TS activities	14
	Laboratory	2,873/0		
	Classroom	948/0		
	Storage	338/0		
	Miscellaneous	3,548/0		
Total		**9,004/0**		

* This facility, located in the Oak Ridge Methodist Medical Center (MMC), is provided to ORISE through a no-cost use permit between DOE and MMC.

Facility	Type of Space	Occupied/Unoccupied (gsf)	Building Use	Occupants
Scarboro Operations Site				
SC-1 *	Office Laboratory Classroom Storage Miscellaneous	10,293/2,504 3,804/4,884 1,395/0 4,697/227 19,004/0	Support functions, independent environmental assessment and verification, and Center for Human Reliability Studies activities	31
Total		**39,193/7,615**		

* As part of ongoing modernization/consolidation activities, this facility is being renovated, with completion scheduled during late FY 2006.

Facility	Type of Space	Occupied/Unoccupied (gsf)	Building Use	Occupants
SC-10	Office Laboratory Classroom Storage Miscellaneous	1,179/0 2,683/0 222/0 473/0 5,484/0	Injury/illness surveillance and independent environmental assessment and verification activities	11
Total		**10,041/0**		
SC-100	Office Laboratory Classroom Storage Miscellaneous	2,151/0 0/0 220/0 474/0 2,729/0	Support functions	13
Total		**5,574/0**		

Facility	Type of Space	Occupied/Unoccupied (gsf)	Building Use	Occupants
SC-200	Office	3,084/0	Support functions	6
	Laboratory	0/0		
	Classroom	0/0		
	Storage	16,242/0		
	Miscellaneous	2,694/0		
Total		**22,020/0**		

Facility	Type of Space	Occupied/Unoccupied (gsf)	Building Use	Occupants
Perimeter Facilities				
SC-2*	Surplus	0/952	Unoccupied Surplus – Contaminated	0
SC-4	Storage	0/3,596	Unoccupied Storage - Surplus	0
SC-5*	Surplus	0/5,641	Unoccupied Surplus Contaminated	0
SC-9	Storage	1,405/0	Occupied Storage	0
SC-13	Storage	4,537/0	Occupied Storage	0
SC-15	Storage	3,435/0	Occupied Storage	0
SC-16	Storage	1,931/0	Occupied Storage	0
Total		**14,904/19,393**		

* Deactivation and demolition of these facilities is scheduled for completion during FY 2006, pending availability of funding.

NOTE: Miscellaneous space includes all common areas, kitchen and break rooms, hallways, stairwells, lobbies, mechanical rooms, utility rooms, and wall thickness.

SECTION L
ATTACHMENT D

OFF-SITE WORK LOCATIONS
(as of September 15, 2005)

Employees	City	Work Site	GSF (approx)	Comments
3	Oak Ridge, TN	Oak Ridge National Laboratory (ORNL), Building 6000	600	Collocated
4	Oak Ridge, TN	ORNL, Building 6008	750	Collocated
1	Cincinnati, OH	Home	N/A	
1	Memphis, TN	Home	N/A	
1	Boerne, TX	Home	N/A	
1	Davis, WV	Canaan Valley Institute - Davis, WV	200	Collocated at NOAA facility
12	Washington, D.C.	1140 Connecticut Ave., Suite 300, Washington, D.C.	8,695	Corporate Lease, 100% ORISE
7	Aberdeen, MD	U.S. Army Aberdeen Proving Ground	1,200	Collocated at U.S. Army facility
5	Oak Ridge,TN	ORNL, Building 5100	800	Space use fee Agreement
4	Fredericksburg, VA	3 Le-Way Drive, Unit 125, Fredericksburg, VA	2,429	Collocated at NSF facility
3	Oak Ridge, TN	Federal Office Building	600	Collocated
8	Arvada, CO	9950 W. 80th Avenue, Suite 17	6,355	Corporate Lease, 15% ORISE (935 gsf)

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SECTION L
ATTACHMENT E

RESUME FORMAT

Name: ____

Proposed Position with Offeror: ____

Duties and Responsibilities in Proposed Position: __________________________
____
____

Experience Summary:
(Summary of overall experience and capabilities)

Related Experience:
(Identify employers, position titles, dates of employment, specific duties, responsibilities, and experience related to the proposed position. Describe any major accomplishments that would help in performance of the proposed position.)

Education:
(Identify institution, degree earned, dates)

Professional Development and Achievements:
(Identify professional memberships, special training, professional registrations, awards, etc.)

Security Clearance:
(Provide data regarding active or inactive security clearance(s) held.)

References:
(Provide 3 references and include name, title, company/organization, address, and phone number; indicate if immediate supervisor or another supervisor with knowledge of performance.)

Commitment Statement:
If (name of offeror) is awarded the contract associated with RFP DE-RP05-05OR23100, I commit to accept employment with (name of offeror) in the above-stated position and further commit to remain employed under the resulting contract for a minimum period of one year. My anticipated date for reporting to work on this contract is ______________________________.

Signature of Individual:____

Photograph:
(A photograph accompanying the resume is useful with the oral presentations, but is not required.)

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SECTION L
ATTACHMENT F

REFERENCE INFORMATION FORM

Reference No.:________________________ of ____________________________

Name of Offeror: ____

Name of affiliate company contract awarded to if different from offeror: _______
____

Client Name: ____

Contract No.: ____

Client Point of Contact: ____

Title: ____

Telephone/Fax No.: ____

Address: ____
____

Alternate Point of Contact:____

Title: ____

Telephone/Fax No.: ____

Address:____
____
____

Start Date: _________________Completion/Termination Date:_________________

Provide reason if terminated for cause: ____________________________________

Type of Contract: ___________ Dollar Amount (Base and Options): ______________

Brief Description of Services Related to this RFP:

This form contains Source Selection Information when completed – See FAR 3.104.

SECTION L
ATTACHMENT F

REFERENCE INFORMATION FORM

Safety Performance Per Year (2002, 2003, 2004)

Workers Compensation Claims Paid ($/200,000 hr.): ______________________________

Lost Workday Rate (# of days/200,000 hr.): ______________________________________

Total Recordable Incidence Rate (#/200,000 hr.): _________________________________

Lost Workday Case Rate (#/200,000 hr.): _______________________________________

Fire Loss Rate: ____

Experience Modification Rates (with comparison to regional average for same North

American Industry Classification System (NAICS Code): ____________________

Compliance: Describe any significant ES&H compliance issues, along with the bases and the actual or proposed resolution:

Major Subcontractors (name, point of contact, and telephone number):

This form contains Source Selection Information when completed -- See FAR 3.104.

SECTION L
ATTACHMENT G

PAST PERFORMANCE QUESTIONAIRE

1. Contract Information

(a) Name of Company Being Evaluated:____________________________
(b) Address:____
____
(c) Contract Number: ____
(d) Contract Type: ____
(e) Contract Value (Including Options):___________________________
Period of Performance From: ________________ To: _____________
Total Contract Value: _______________________________________
Years of Effort Completed:___________________________________
(f) Brief Description of Services:__________________________________
____
(g) During the contract being evaluated, this firm was the:
__ Prime Contractor; __ Significant Subcontractor; __ Team Member;
__ Other (describe)

(h) Did this firm promote and utilize Small Disadvantaged Businesses Subcontracting opportunities in performance of the contract? Yes ____ No ___

If yes:
1. Compliance with subcontracting plan goals for SDB? Yes ____, No ____
2. Monetary and percentage goals for SDB ________________________
____
3. Notification to agency of substitutions of firms other than SDB:
Yes ____, No ____.

(i) If given the opportunity to award a contract to this firm again, would you?
Yes _____, No ______.
If no, explain ____
____

(j) Does a corporate or business relationship outside this contract exist between the firm being evaluated and your organization?
Yes _____, No _____.
If so, describe. ____
____

This form contains Source Selection Information when completed – See FAR 3.104.

SECTION L
ATTACHMENT G

PAST PERFORMANCE QUESTIONAIRE

2. Evaluator Information

Name: ____
Title: ____
Agency/Company: _____________________________________
Address: ____
____
Telephone: (   )_______________ FAX: (   )____________________

Signature: ___________________________ Date: __________________

Please circle the number you assign to the rating in the appropriate column of the Contractor's overall performance in each of the factors listed. The following scale should be used in rating the performance:
Excellent (10) Good (7-9) Adequate (5-6) Neutral (4) Poor (1-3) N/A

Evaluation Factor	**Performance Level**					
Overall Rating of Contractor's Customer Satisfaction	10	9 8 7	5 6	4	3 2 1	N/A
Overall Rating of Contractor's Quality of Product/Service	10	9 8 7	5 6	4	3 2 1	N/A
Overall Rating of Contractor's Cost Control Performance	10	9 8 7	5 6	4	3 2 1	N/A
Overall Rating of Contractor's Compliance To Schedule	10	9 8 7	5 6	4	3 2 1	N/A
Overall Rating of Contractor's Relationship With Teaming Partners	10	9 8 7	5 6	4	3 2 1	N/A
Overall Rating of Contractor's Compliance With Safety Standards	10	9 8 7	5 6	4	3 2 1	N/A

Comments:

Return completed survey to:
U.S. Department of Energy
Oak Ridge Office
ATTN: Beth L. Holt, AD-421
P.O. Box 2001
Oak Ridge, Tennessee 37831

E-Mail to: oriseseb@oro.doe.gov
Fax: (865) 241-1990
Telephone: (865) 241-1961

This form contains Source Selection Information when completed – See FAR 3.104.

SECTION L
ATTACHMENT H

PERSONNEL REFERENCE QUESTIONNAIRE

Name of Individual Being Evaluated: ____

Proposed Position with Offeror: ____

Position Title and Employer During Evaluation Period: __________________________
____

Dates of Employment in this position: From: ___________ To: _________________

1. Describe your working relationship with the individual being evaluated.

2. Overall rating of satisfaction with this individual:

   Excellent ___ Good ___ Adequate/Fair ___ Poor ___ Unsatisfactory ___

3. Overall technical competence of this individual.

   Excellent ___ Good ___ Adequate/Fair ___ Poor ___ Unsatisfactory ___

4. Overall rating of this individual's ability to work as part of a team.

   Excellent ___ Good ___ Adequate/Fair ___ Poor ___ Unsatisfactory ___

5. Overall rating of this individual's business relationship with client.

   Excellent ___ Good ___ Adequate/Fair ___ Poor ___ Unsatisfactory ___

6. Describe strengths of this individual.

7. Describe areas in which this individual could improve.

8. Would you hire this individual if you had a similar vacancy in your organization?

   Yes ___ No ___ Reason: ____________________________________

Your Name and Title: ____

Organization: ______________________ Telephone: ( ) ______________________
FAX: ( ) __________________________
Address: ____
____

This form contains Source Selection Information when completed – See FAR 3.104.

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SECTION L
ATTACHMENT I

AVERAGE SALARY INFORMATION FOR INCUMBENT CONTRACTOR EMPLOYEES

(as of September 20, 2005)

Job Grade	# Employees	Average
2	19	$20,530.00
3	11	$23,774.00
4	17	$27,186.00
5	49	$31,595.00
6	35	$36,046.00
7	51	$41,101.00
8	47	$47,590.00
9	47	$53,914.00
10	65	$62,192.00
11	50	$71,781.00
12	49	$91,624.00
13	26	$100,277.00
14	12	$109,990.00
15	4	$139,880.00
	482	

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SECTION L
ATTACHMENT J

INTENTION TO PROPOSE

Please review this RFP. To enable us to update our source lists, please complete the following and mail to the address below by the earliest practical date.

RFP Number DE-RP05-05OR23100

_______ We do intend to submit a proposal.

_______ We do not intend to submit a proposal for the following reasons:

____

Name and Address of Firm or Organization (Include Zip Code)

PRIME:

____
____
____
____
____
____

SUBCONTRACTOR(S):

____
____
____
____
____
____

Typed Name and Title:______________________________________
Date:_________________________

NOTE: Unless otherwise stated in the RFP, no other solicitation materials should be returned if you do not intend to submit a proposal.

Send to Beth L. Holt via facsimile at (865) 241-1990 or e-mail to oriseseb@oro.doe.gov.

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SECTION L
ATTACHMENT K

PERFORMANCE EVALUATION PLAN

PERFORMANCE EVALUATION PLAN
CONTRACT NO. DE-AC05-00OR22750
OAK RIDGE INSTITUTE FOR SCIENCE AND EDUCATION
OCTOBER 1, 2004 THROUGH SEPTEMBER 30, 2005 – REVISION 2

A. INTRODUCTION

1. This Performance Evaluation Plan is published in accordance with the award fee provisions of Contract No. DE-AC05-00OR22750 with Oak Ridge Associated Universities, Inc. (ORAU). It provides a basis for the determination of award fee, including the criteria to be considered under each area to be evaluated, and associated percentage of award fee available for each area.

2. The basic tenets of this plan are as follows:

   a. The Department of Energy (DOE) will unilaterally establish the major performance objectives, performance measures, performance targets, and percentage of award fee available for each area.

   b. At the conclusion of the evaluation period, DOE shall evaluate the Contractor's performance and determine the amount of award fee earned. Such determination and associated methodology are unilateral decisions made solely at the discretion of DOE. DOE's fee determination is not subject to the "Disputes Clause" in the contract.

   c. In support of the award fee evaluation, the Contractor shall submit a self-assessment report within 30 calendar days after the end of the evaluation period. The self-assessment report shall be realistic and shall address both achievements and deficiencies identified during the evaluation period. An unrealistic self-assessment may result in lower award fee determination. Where deficiencies in performance are noted, the Contractor shall describe the actions planned or taken to correct such deficiencies and to avoid recurrence. Significant or notable deficiencies should be addressed in accordance with the requirements outlined in Appendix 1 of this document.

   d. The total award fee earned and payable will be determined by the DOE Fee Determination Official within 45 calendar days after receipt of the Contractor's self-assessment report.

   e. DOE expects the Contractor to exercise due diligence in the conduct of all contract activities. It is expected that management systems will be in place and enforced to ensure that effective procedures are developed and implemented. The Contractor's failure to oversee, through acts of commission or omission, the conduct of its operations, employees, and subcontractors which potentially or actually causes property damage, losses, endangers the safety, health, or environment, or compromises the ability of DOE or the Contractor to carry out its mission will be weighed heavily in the performance ratings. By the same standard, if the Contractor raises issues for resolution, the Government will consider, on a case-by-case basis, the potential for a lessened impact on the affected performance rating(s). Furthermore, the performance ratings will not be adversely affected if the Contractor stops an activity which is deemed unsafe even though the Contractor's action may appear to be contrary to DOE direction.

f. Consistent with the contract, this Performance Evaluation Plan may be revised unilaterally by the Government at any time during the period of performance. Notification of such changes shall be provided to the Contractor 15 calendar days prior to the date on which the revision will apply. No notifications of revisions will be established within the last 105 calendar days of the evaluation period, unless deemed urgent or high priority, and only then prior to the last 30 calendar days of the evaluation period.

The Contractor is not prohibited from suggesting revisions to the Plan in accordance with the aforementioned schedule, but final approval of such revisions remains with the Government.

B. PROCESS

1. Award Fee Objectives, Measures, and Targets

Performance objectives, measures, and targets will be developed, at a minimum, on an annual frequency. Performance objectives will be measurable, meaningful, challenging, and appropriately prioritized, and provide for full Contractor control of performance. Both measures and targets can be used to determine if DOE's expectations are met. Quantitative targets are to be applied to elements of performance that can be measured with a high degree of preciseness, such as schedule and scope, and will be used whenever possible. Qualitative measures will be applied to elements of performance less susceptible to precise measurement, such as quality of performance.

Measures and targets were developed with due consideration given to the extended period of performance scheduled through September 30, 2005.

2. Performance Monitoring and Assessment

DOE will use all available performance information (e.g., operational awareness, audits, inspections, appraisals, program reviews, safeguard and security surveys, task force reports, health and safety incident reports, environmental assessments, etc.,) including the Contractor's self-assessment, to determine the Contractor's performance in the specified areas.

DOE representatives will meet approximately quarterly with the Contractor to discuss performance and will also monitor the Contractor's performance in assigned performance areas as part of an operational awareness process. As part of the quarterly meetings, the Contractor shall provide a written summary of progress towards meeting the individual measures and targets. The schedule for the quarterly meetings is included in Appendix 2.

In addition, the DOE Fee Determination Official may periodically meet with the Contractor's Senior Management personnel to discuss the Contractor's performance.

3. <u>Fee Determination</u>

a. In determining the amount of fee earned by the Contractor, the Fee Determination Official will consider whether the Contractor met the minimum performance requirements stipulated by the "Conditional Payment of Fee" clause in the contract and whether the Contractor's otherwise earned fee for the evaluation period should be reduced.

b. The Fee Determination Official shall notify the Contractor of the total fee earned and payable for the evaluation period. This notification will be in the form of a fee determination letter and will include the basis for the determination. A copy of a Performance Evaluation Report will be included as part of the notification.

Appendix 1

AWARD FEE CONVERSION CHART

Based on the evaluation of the Contractor's overall performance for each evaluation period, the total Award Fee shall be as follows:

Overall Performance Attained	Available Award Fee Earned
Outstanding – The contractor has demonstrated exceptional performance. Performance clearly exceeds the "Excellent" level and several notable or significant achievements exist. No deficiencies in performance.	96-100%
Excellent – Performance indicates strong contractor commitment. Performance clearly exceeds standard performance level with some notable achievements. No significant deficiencies in performance.	80-95%
Good – Performance continually meets Government expectations and standard practices are evident. Some notable achievements or deficiencies may exist.	50-79%
Marginal – Performance is below standard and has had an impact on accomplishing some areas of the contract requirement.	0%

Definitions:

Significant: This term indicates a major event or sustained level of performance which, due to its importance, has a substantial impact on the contractor's ability to carry out its mission.

Notable: This term indicates an event or sustained level of performance which is of lesser importance than a "significant" event, but nonetheless deserves recognition.

NOTE: Management judgment is essential in applying these definitions when determining the quality of achievement/deficiencies and whether achievements might offset deficiencies or vice versa.

DOE expects the Contractor to initiate appropriate and timely actions to correct deficiencies identified by either party during the award fee determination cycle. The following actions, therefore, are to be taken to monitor, track, and correct deficiencies identified during the evaluation period:

A. Significant Deficiencies: These deficiencies will be entered into the Contractor's formal follow-up system and within 30 calendar days of entry (or receipt of DOE notification) of the fee determination letter, the Contractor will develop an action plan for correcting the deficiencies. The corrective action plan is to be approved by the COR within 20 calendar days of receipt of the submittal. The COR will verify closure of these deficiencies once the Contractor reports such closure.

B. Notable Deficiencies: DOE expects the Contractor to correct these deficiencies in a timely manner. The COR will monitor corrective actions and verify closure of notable deficiencies through routine daily oversight. Any notable deficiency remaining unresolved at the end of the evaluation period will also be entered in the Contractor's follow-up system.

Appendix 2

SCHEDULE OF ACTIVITIES

ACTION	SCHEDULE	ACTION DATE
Performance discussion meetings between DOE and Contractor	Approximately quarterly	1/2005 3/2005 8/2005
Performance discussion meetings between FDO and Contractor	As requested by FDO	TBD
Contractor self-assessment to DOE	Within 30 calendar days after the end of the evaluation period	10/30/2005
Contractor Notified of Fee Determination	Within 45 calendar days after receipt of the Contractor's self-assessment	12/14/2005
Contractor submits Corrective Action plan for significant deficiencies to COR for approval	Within 30 calendar days of receipt of the fee determination letter	TBD
COR approves Corrective Action plan(s) developed in response to significant deficiencies	Within 20 calendar days of contractor submittal	TBD

Acronyms:

DOE – Department of Energy Oak Ridge Operations Office
PEP – Performance Evaluation Plan
FDO – Fee Determination Official
COR – Contracting Officer's Representative

Appendix 3

PERFORMANCE CRITERIA
OAK RIDGE INSTITUTE FOR SCIENCE AND EDUCATION
OCTOBER 1, 2004 THROUGH SEPTEMBER 30, 2005

Section I - Preamble

This Appendix sets forth the performance criteria which will be used to evaluate the Oak Ridge Associated Universities, Inc. (ORAU), management and direction of the programs of the Oak Ridge Institute for Science and Education (ORISE) as required by Contract Clause B.6, "Performance Evaluation Plan."

For the period of October 1, 2004, through September 30, 2005, the Department of Energy Oak Ridge Operations Office (DOE/ORO) has unilaterally established the criteria set forth in Section II. The criteria include broad Performance Objectives, which will be assessed using "Measures" and "Targets."

These criteria reflect DOE direction outlined in several guidance documents. In a July 13, 1998, memorandum, the Director of the DOE Office of Science (OSC) identified several high level expectations in six critical areas, which apply to all work of the OSC. The areas include Science; Leadership; Environment, Safety, and Health; Infrastructure; Business Operations; and Stakeholder Relations.

A November 14, 2000, memorandum from the Director, OSC, requires annual performance plans that are linked to and supported by the DOE and OSC Strategic Plans, and directs DOE/ORO to determine the appropriate weighting for the performance areas identified in the performance plan, with the Science and Technology component to be weighted at least 50 percent.

An April 30, 2002, memorandum from the DOE Undersecretary directs performance criteria to be limited in number and to focus on results and systems-based metrics to drive improved performance and increased effectiveness and efficient management.

These guidance documents, as well as Performance Expectations outlined in Clause H.21 of the contract, were utilized by DOE/ORO as the primary considerations in developing the priorities and resulting percentages of award fee available for each Performance Objective, as outlined in Section II.

As further detail, during this evaluation period, Performance Objective 1.0 will be evaluated by DOE and other customers of ORISE, as selected by DOE/ORO. Each customer evaluation score will be weighted by ORISE's operating expense in supporting the customer during the rating period, with subsequent development of an overall mean numerical customer score which will account for 35 percent of the overall rating. The remaining Performance Objectives will account for the balance of the overall rating and will be evaluated by DOE/ORO, and expressed using the rating definitions and associated scores as outlined in Appendix 1.

Each Performance Target will be assigned an adjectival rating based on ORISE's performance in meeting the Target. An associated numerical score with each rating will be assigned in accordance with the numerical scale outlined in Appendix 1 and the scores weighted and combined to provide an overall adjective and score for each Performance Objective.

Each Performance Target has been written to reflect DOE/ORO's expected nominal performance by ORISE. Achievement of this performance would lead to assignment of an adjectival rating of "Excellent," with a corresponding score of 80, as defined in Appendix 1. Exceedance of or failure to meet Performance Targets would generally lead to a score of other than 80, as subjectively determined by DOE/ORO. Failure to meet a target(s) due to DOE funding constraints, or other constraints beyond the Contractor's control, will be evaluated by ORO and ratings adjusted accordingly. Upon determination that ratings may be affected by DOE funding constraints or other constraints beyond the Contractor's control, the Contractor is eligible to suggest revised criteria, as addressed in Section A.2 of this plan.

If no Targets are assigned to a Measure, the associated Measure(s) will be subjectively evaluated and scored by ORO and utilized in determining the overall objective rating.

Deficiencies should be addressed in accordance with Section A.2.c of this plan.

The Contractor is required to submit a self-assessment report at the end of the evaluation period. The report should address the Contractor's performance in meeting each Performance Objective, Measure, and Target. As part of the self-assessment report, the Contractor is also encouraged to submit additional data which addresses overall performance in the measured areas, but does not result in an unrealistic self-assessment, as addressed in Section A.2 of this document. Any additional data will also be subjectively evaluated by ORO in determining a final rating for each Performance Measure, and any such data utilized in the final determination will be addressed in a Performance Evaluation Report.

Failure to include a Performance Objective in this Plan does not relieve the Contractor from the obligation to comply with any contractual requirement and failure to comply may result in an impact to performance ratings.

SECTION II - PERFORMANCE OBJECTIVES – FY 2005

A. Programs

OBJECTIVE:

1.0 Positive results from sponsor surveys evaluating the quality of ORISE work activities, schedule performance, cost control, and management support [35%]

Strategy

- ORO surveys of selected ORISE customers

  Measure

  1.1 Customer satisfaction survey

  Target (35%)

  1.1.1 Overall rating of 80% ("Excellent")

OBJECTIVE:

2.0 Expert technical and programmatic assistance to DOE in critical areas of worker health, environmental cleanup verification, and national security [14%]

Strategy

- Identify former DOE workers with exposure to beryllium and assist in medical evaluation, treatment, and/or compensation, as directed by DOE

  Measure

  2.1 Maximum utilization of ORISE LPT Laboratory

  Target (.5%)

  2.1.1 For the period October 1, 2004, through February 28, 2005, 90% of the available appointments for interview and blood draw at the beryllium laboratory are scheduled

  Target (1%)

  2.1.2 Contact 90% of referrals to ORISE from the DOE-EH hotline (888-580-1746) within one week of receipt and ship 90% of the requested testing kits within two weeks of contact

  Measure

  2.2 Number of technical errors in ORISE LPT laboratory screening

  Target (1.5%)

  2.2.1 <2% error rate

Strategy

- Verify environmental cleanup to assure facilities and materials are properly prepared for public or other appropriate use in keeping with DOE plans and policy

Measure
2.3 Quality of performance of the independent verification survey process
Target (1.5%)
2.3.1 85% "good" or "excellent" ratings in response to questions on customer post-survey questionnaire, calculated both on the number of responses and on weighted averages based on task costs

Measure
2.4 Quality of analytical sample services
Target (1.5%)
2.4.1 Third-party performance evaluation tests are 94% acceptable

Strategy
- Test national strategy and readiness relating to WMD terrorism

Measure
2.5 Quality of exercises conducted
Target (3%)
2.5.1 Successfully plan, coordinate, and execute one interagency exercise for the Office of Emergency Operations (See Attachment 1)

Strategy
- Enhance national preparedness of the U.S. health infrastructure and emergency management systems to respond to WMD terrorism

Measure
2.6 Increase in trained personnel
Target (3%)
2.6.1 Develop and provide to customers a minimum of five WMD preparedness courses, prepare two emergency plans, and conduct eight exercises for public health personnel, DOE emergency managers, and/or DOE occupational health personnel

Strategy
- Enhance Oak Ridge Reservation preparedness to provide timely, accurate and coordinated emergency information to the media and public through timely activation of the Joint Information Center in Powell, Tennessee

Measure
2.7 The Joint Information Center is successfully activated during an actual emergency or emergency exercises
Target (1%)
2.7.1 ORISE staff deployed to the JIC arrive at the facility within 60 minutes of notification
Target (1%)
2.7.2 The JIC communications equipment is fully operational within 75 minutes of notification

OBJECTIVE:

3.0 Sustain DOE's national and international leadership roles in emergency response, worker health surveillance, and educational research and fellowship programs [11%]

Strategy

- Provide medical advice and assistance in response to radiation emergencies

Measure

3.1 Availability and responsiveness (time to respond and deploy) of personnel, equipment, and facilities

Target (3%)

3.1.1 Every deployment within 4 hours CONUS, 6 hours OCONUS, following DOE direction; average response time of 30 minutes on calls for medical assistance related to actual or presumed radiation exposure or assistance to Methodist Medical Center of Oak Ridge (24x7)

Strategy

- Increase operational efficiency in fellowship, scholarship, internship and research participation programs

Measure

3.2 Percentage of total expenditures represented by participant costs (stipends, tuition and fees, travel reimbursements, and other payments made to or on behalf of program participants)

Target (3%)

3.2.1 80% of total expenditures will be represented by participant costs

Strategy

- Expand relationships with a broad array of educational organizations to maximize the diversity of participants in DOE educational programs

Measure

3.3 Participant diversity

Target (3%)

3.3.1 Percent of participants from underrepresented populations exceeds representation in overall Science and Engineering student population (Attachment 2)

Strategy

- Increase minority institution participation in ORISE research participation programs

Measure

3.4 Increase the number of HBCUs and other MEIs represented in ORISE research participation programs

Target (2%)

3.4.1 The percentage of HBCU and other MEI institutions represented in SEE programs exceeds 10% of all U.S. institutions represented

OBJECTIVE:

4.0 Conduct effective and efficient DOE science, education, and training programs [9%]

Strategy

- Improve development and delivery of technical training classes and other learning interventions

  Measure

  4.1 Student feedback regarding overall course satisfaction

  Target (3%)

  4.1.1 >92% positive comments

Strategy

- Promote and manage partnerships between academia and Oak Ridge National Laboratory in nuclear physics research

  Measure

  4.2 Conduct experiments and publish papers in refereed journals and conferences

  Target (2%)

  4.2.1 The sum of the number of experiments approved by the HRIBF Program Advisory Committee, the number of experiments completed, and the number of refereed or invited papers is 10

Strategy

- Improve research review processes and PeerNet© integrity

  Measure

  4.3 Increase reviewer satisfaction and PeerNet© functionality

  Target (4%)

  4.3.1 Obtain a rating of 80 on the Research Peer Review Index (See Attachment 3)

B. Management/Leadership

OBJECTIVE:

5.0 Continued assurance that ORISE's business functions are being properly managed, as measured by agreed upon performance measures in designated business areas and reported in an annual self-assessment [8%]

Strategy

- Conduct self-assessments to monitor performance against agreed expectations and identify areas for improvement

  Measure

  5.1 Self-Assessment Results (less the measures reported in 6.1)

Target (8%)

5.1.1 Demonstrate effective performance of business functions by obtaining an overall Business Management Index rating of 8 (See Attachment 4)

OBJECTIVE:

6.0 Maintain and optimize infrastructure to support ORISE's operations in a safe, reliable, and cost efficient manner [7%]

Strategy

- Maintain an effective asset management program

Measure

6.1 Meet DOE requirements relative to asset management as measured by the business self-assessment (includes measures removed from 5.1 deliverable)

Target (7%)

6.1.1 Demonstrate effective asset management by obtaining an overall Asset Management Index rating of 8 (See Attachment 5)

OBJECTIVE:

7.0 ORISE work activities are conducted safely and in accordance with approved standards [10%]

Strategy

- Manage operations and activities from a "safety first" perspective, focusing on accident prevention as an essential component of management

Measure

7.1 Total Recordable Case Rate (TRC)

Target (3.67%)

7.1.1 96 – 100: < 1.0
90 – 95.99: 1.59 – 1.0
80 – 89.99: 2.5 – 1.6
Below 80: > 2.5

Measure

7.2 Days Away, Restricted or Transferred (DART) Case Rate

Target (3.67%)

7.2.1 96 – 100: < 0.3
90 – 95.99: 0.59 – 0.3
80 – 89.99: 1.0 – 0.6
Below 80: > 1.0

Measure
7.3 Calculated Radiation Worker Exposures (RWE)*
Target (2.66%)
7.3.1 96 – 100: < 2mR
90 – 95.99: 4mR – 2mR
80 – 89.99: 10mR – 4.01mR
Below 80: > 10mR

*Average exposure per OSL badged worker for previous two calendar quarters. Significant operational work changes could necessitate modification of the measure.

C. Communications

OBJECTIVE:
8.0 Key messages about DOE and ORISE are delivered effectively to the media, customers, the public, and other stakeholders [3%]

Strategy
- Provide cooperation and support to ORO public information personnel in matters of urgent interest

Measure
8.1 Time from awareness of urgent interest situation to notification of ORO
Target (2%)
8.1.1 <1 hour

Strategy

- Formulate and follow a planned program of public communication

Measure

8.2 Develop or update publications, fact sheets, brochures, etc., and ensure placement in the DOE Information Center and the ORO Public Affairs Office.

Target (1%)

8.2.1 Delivery of updated materials on March 30 and September 30 with delivery of urgent items on a timely basis

OBJECTIVE:

9.0 Conduct an effective community involvement program [3%]

Strategy

- Continued implementation of a plan for increasing the organization's involvement in the community, with the focus on matching the organization's support capabilities with the community's needs

Measure

9.1 Effectiveness of volunteerism, evidenced through implementation of the ORISE Community Involvement Plan, as measured through a self-assessment

Target (3%)

9.1.1 Degree to which Plan commitments are met

Last updated: .6-21-05; 3:50 p.m.
Y:/GC/Perf Obj 2005/REVIS Performance Objectives Text Oct 2004-Sept 2005.doc

Indicators of Successful Interagency Exercises Related to Target 2.5.1

A. 90% of all required Exercise Letters of Instruction submitted 40 days prior to the start of an exercise
B. 90% of Quick Look reports delivered within 60 hours following completion of an exercise
C. Regular After Action Reports delivered with 15 days of receipt of necessary DOE and facility inputs
D. Exercise data entered and trend analyses conducted within 30 days of receipt of necessary DOE and facility inputs

This listing is intended to be illustrative, not exhaustive.

Participant Category	**Percent in S&E Student Population***
Undergraduate Students	
Female	39.0%
Under-represented Minority	13.5%
Graduate Students	
Female	31.7%
Under-represented Minority	6.0%

* Source: National Science Foundation. *Science and Engineering Degrees by Race/Ethnicity of Recipients: 1992-2001* (NSF 04-318) 2004.

Performance Systems Program
Research Peer Reviews
Performance Evaluation Program

Overview

ORAU, through its operation of the Oak Ridge Institute for Science and Education (ORISE) for the U.S. Department of Energy (DOE), has administered hundreds of highly competitive scientific peer and merit reviews. ORAU has experience with all aspects of the merit review with peer evaluation process. We routinely collaborate with research sponsors to ensure the peer review process meets their specific requirements and the level of rigor necessary for an independent and objective peer review.

Integrity of the peer review process is the ultimate goal of our technical assistance. We've established a standard of 100% for the following critical elements that are measured through customer satisfaction:

- Signed conflict of interest/confidentiality forms
- Documentation of reviewer qualifications (resumes)
- Minimum of three evaluations per proposal
- Consistency with sponsor regulatory requirements, policies, and preferred protocol

Sponsor satisfaction and integrated safety management are also important elements; they are measured elsewhere in the ORISE performance evaluation program.

The key areas in the ORISE peer review management that are measured through this program include:

- Reviewer satisfaction
- PeerNet©

Scope

These measures only apply to the panel peer reviews under the ORISE contract. Postal peer reviews, other research related activities, and ORAU corporate peer reviews are not included at this time.

Scoring

The key area average is an average score of the individual performance measures within a single key area. The raw score for each key area is that average multiplied by its relative weight.

Research Peer Reviews Index Calculation			
Key Area	**Relative Weight**	**Key Area Average**	**Raw Score**
Reviewer satisfaction	0.50		
PeerNet ©	0.50		
Research Peer Reviews Index			

Overall Performance Measure
80% = Research Peer Reviews Index score of 8.0.

1.0 Reviewer Satisfaction (50%)

Performance Objective: Enhance DOE's reputation by providing a peer review environment that maximizes the focus on the technical evaluations of the proposals.

Performance Measures:

1.1 Reviewer financial impact.
Strategy: Shorten the travel reimbursement period for reviewers. Direct bill the hotel room and tax to the ORISE master account. Offer the services of Travel On-Site to pay for airline tickets. Customize the travel expense statement (TES) for each review and each reviewer. Leverage the receipt requirement so receipts are not required for typical reviewer expenses. Collect TES on site. Conduct follow-up with reviewers who have not submitted their TES. This does not apply to DOE contractor or interagency travelers who submit their travel expenses through their organizations.
Measure: The average amount of time for FARR to process reviewer's TES.
Measurement method: Track the dates that FARR receives the complete TES packet and when the TES is sent to Travel Audit.
80% Expectation: 10 day average FARR review time per TES.

1.2 Honorarium checks.
Strategy: Speed up the honorarium process. Collect tax forms prior to distributing checks. Distribute checks at the conclusion of the sign out process. Proactively identify individuals who require alternative or additional forms, such as foreign nationals. Continue communication with reviewers who apply for taxpayer identification numbers to ensure timely payment upon receipt.
Measure: The percent of honorarium checks that are delivered on site to eligible reviewers.
Measurement method: Identify reviewers who are eligible to receive an honorarium on-site and record the date of actual delivery of checks.
80% Expectation: 90% of eligible reviewers receive honorarium checks on-site.

1.3 Meeting environment.

Strategy: Utilize existing preferred meeting facilities that are conducive to conducting scientific peer reviews in a stable computing environment: minimal distractions, adequate size, room set-up, Internet connection and related equipment, safe environment, and appropriate business amenities. This currently includes the American Geophysical Union (AGU) and the Rockville Doubletree Hotel.

Measure: Peer reviews are conducted in facilities preferred by the customers.

Measurement method: On a quarterly basis, review the FARR Activity Tracking System to identify the location of panel peer reviews.

80% Expectation: 70% of panel peer reviews in the Washington DC area will be conducted at AGU and Rockville Doubletree Hotel.

2.0 PeerNet© (50%)

Performance Objective: Manage PeerNet©, a Web-based system for entering peer review scores and comments, as a national benchmark for automating the peer review process.

Performance Measures:

2.1 PeerNet© availability.

Strategy: Minimize unplanned downtime. Implement configuration management controls. Implement contingency planning. Conduct planned system maintenance. Inform reviewers of planned downtime through the PeerNet© message board.

Measure: PeerNet© is available 24 hours a day, 7 days a week, except for planned downtime.

Measurement method: Track Information Services Department (ISD) automatic server log; automatic notification system to ISD staff.

80% Expectation: No more than 4% unplanned downtime.

2.2 PeerNet© reports.

Strategy: Deliver reports at conclusion of panel peer review in the sponsor's preferred method: paper or electronic.

Measure: Time of delivery of the peer review reports to the sponsor.

Measurement method: Review the project files during the records management process for date and time when the reports were delivered to the sponsor.

80% Expectation: For 90% of panel peer reviews, reports were delivered to sponsors at the conclusion of the review.

2.3 PeerNet© parameters.

Strategy: Maintain PeerNet© viability. Discuss evaluation criteria and scoring methodology with sponsors. Verify the PeerNet© parameters are correctly established. Discuss standard reports with each sponsor, including specifications for factors that have flexibility within PeerNet©, such as ratings in ascending or descending order, etc. Deliver non-standard reports when PeerNet© does not provide data in the requested format.

Measure: PeerNet© parameters are correct for the sponsor's specifications.

Measurement method: Review the project files during the records management process for documentation of delivered PeerNet© reports. Compare those reports with the identified specifications.

80% Expectation: 90% of reports delivered to sponsors are standard reports from PeerNet©.

The BMP Index is the ORISE contract performance measure for meeting PEP performance objectives. The index is a composite of weighted indices from eight different functional areas, each having several individual performance measures approved by DOE ORO. These functional areas include Financial Data and Information, Budget and Cost Management, Work for Others, Procurement, Employee Relations, EEO/AA Management, HR Financial Management, and HR Self Service.

Individual performance measures within a functional area with three tiers of performance are scored according to the following point count scheme:

Exceeds expectation	10
Meets expectation	8
Needs improvement	6

Individual performance measures within a functional area with two tiers of performance are scored according to the following point count scheme:

Meets expectation	10
Does Not Meet Expectation	6

Individual performance measures within a functional area with specific performance measures based on percentages or points rather than expectations are scored according to the percentages or points.

The functional area index F_i is the average score of the individual performance measures within a single function area:

F_i = $1/N\ (\sum_n P_n)$, where
N = Number of individual performance measures within a functional area
$\sum_n P_n$ = Sum of the score of individual performance measure within a functional area

The BMP Index, L_x, is calculated as follows:

L_x = $\sum_i (W_i F_i)$, where
W_i = Relative weight of each functional area

ORISE FY2005 BMP Index Calculation – Period Ending September 30, 2005

Functional Area	Relative Weight	Functional Area Index	Raw Score
Financial Data and Information	15		
Budget and Cost Management	15		
Work for Others	15		
Procurement	15		
Employee Relations	15		
EEO/AA Management	15		
HR Financial Management	5		
HR Self Service	5		

The Asset Management Index (AMI) is the ORISE contract performance measure for meeting AMI performance objectives. The index is a composite of weighted indices from five different functional areas, each having several individual performance measures approved by DOE ORO. These functional areas include Maintenance Management, Energy Management, Engineering and Construction Management, Property Management and Vehicle Management.

Individual performance measures within a functional area are scored according to the following point count scheme:

Exceeds expectation	10
Meets expectation	8
Needs improvement	6

The functional area index F_i is the average score of the individual performance measures within a single function area:

F_i = $1/N\ (\sum_n P_n)$, where
N = Number of individual performance measures within a functional area
$\sum_n P_n$ = Sum of the score of individual performance measure within a functional area

The AMI, L_x is calculated as follows:

L_x = $\sum_i (W_i F_i)$, where
W_i = Relative weight of each functional area

ORISE FY2005 AMI Calculation – Period Ending September 30, 2005			
Functional Area	**Relative Weight**	**Functional Area Index**	**Raw Score**
Maintenance Management	25		
Energy Management	15		
Engineering & Construction Management	20		
Property Management	25		
Vehicle Management	15		

FY 2005 BUSINESS MANAGEMENT INDEX (BMI) METRICS
OCTOBER 1, 2004 TO SEPTEMBER 30, 2005

FUNCTIONAL AREA: BUDGET AND COST MANAGEMENT

Performance Objective	Performance Measure	Performance Expectation	Reporting
1. Ensure effective budget execution	1.1 Control cost and commitments within the DOE Obligation Control Levels (OCL).	1.1.1 *Meets*: No overruns at the DOE OCL during current fiscal year. *Does Not Meet*: One or More DOE OCL violations during current fiscal year.	MARs, monthly program review charts specific to each organization.
	1.2 Mechanisms are in place to monitor uncosted balances to ensure they are at the appropriate level.	1.2.1 *Meets*: A documented process or procedure is in place that demonstrates uncosted balance management. *Does Not Meet*: No documented processes or procedures are in place that demonstrate uncosted balance management.	Documented ORISE procedures.
	1.3 No work will start without the proper financial and programmatic authorizations in place.	1.3.1 *Meets*: 100% of all work is started with proper authorization in place. *Does Not Meet*: One incident occurs where work begins before authorization is in place.	Explanatory text.
	1.4 The contractor must assure appropriate use of funds at all times. A good faith effort should be made to charge the appropriate account and appropriation for all activity. If problems are identified, they should immediately be brought to the attention of the DOE CFO organization.	1.4.1 *Meets*: No misuse is identified during the year and no systems or procedures breakdown occurs which results in a misuse of funds or appropriation violation. *Does Not Meet*: A misuse is identified during the year and/or a systems or procedures breakdown occurs which results in a misuse of funds or appropriation violation.	Explanatory text.

2. Ensure quality budget formulation.	2.1 Annual budget submission is provided to ORO according to established schedule and electronic formats, including the ES&H Management 5-Year plan and other required submissions.	2.1.1 *Exceeds*: Critical budget documentation is submitted before the due date in proper electronic format as agreed to between ORO and ORISE analysts. *Meets*: Budget documentation is submitted on time in proper format. *Does Not Meet*: Less than 100% of budget documents submitted by the due date.	Identified by Budget Transmittal letter.

FUNCTIONAL AREA: FINANCIAL DATA AND INFORMATION

Performance Objective	Performance Measure	Performance Expectation	Reporting
1. Produce accessible, accurate, and timely financial data in a cost effective manner and in accordance with accounting principles and other standards to enable ORISE to effectively manage business.	1.1 The number of correcting entries during the FY due to Contractor and Field Office reconciliation errors detected after submission of monthly financial data to DOE.	1.1.1 *Exceeds*: 0-2 errors *Meets*: 3 errors *Does Not Meet*: > 3 errors	ORFSC will track errors.
	1.2 Maximum number of deadlines missed for deposit of Payroll and Stipend payments in any quarter during the FY.	1.2.1 Avoid additional bank charges for the late submissions. *Exceeds*: All deadlines met (100%). *Meets*: One missed deadline in one or more quarters. *Does Not Meet*: More than one missed deadline in any quarter.	Year-end results with explanatory text as needed.
	1.3 Percentage of accurate, complete, and timely responses to formal DOE-ORFSC ad hoc action item requests. (Percentage of the total population of formal requests during the reporting period. Population includes formal memos and email requests. Only those formal memos for which DOE-ORO provides advance notification to the contractor via fax or e-mail prior to DOE-ORO signature and transmittal will be included in the population).	1.3.1 *Meets:* All deadlines met (100%). *Does Not Meet:* <100%	ORISE will inform ORFSC of inaccurate, incomplete, or untimely responses.

Performance Objective	Performance Measure	Performance Expectation	Reporting
2. Provide accurate and complete financial statements.	2.1 Number of material financial statements audit findings.	2.1.1 *Meets:* 0 *Does Not Meet:* >0 (Number of total population of material internal control weaknesses or any findings that will result in anything other than an unqualified opinion on the financial statements.)	ORFSC will track material audit findings.
3. Provide accurate and timely accounting data.	3.1 Number of month-end MARS submissions not meeting established reporting timeline during current fiscal year. MARS data is due by 9:00 a.m. on the second workday following the end of the month.	3.1.1 *Meets:* 0% *Does Not Meet:* >0	ORFSC will track performance and notify contractor of late submissions.
4. Provide efficient and effective cash management.	4.1 Average percent of past due payables will be within the established baseline. Percentage will be calculated by dividing sum of past due amounts for each month in the FY by sum of accounts payable balances for those months.	4.1.1 *Exceeds*: <6% *Meets:* 6% - 10% *Does Not Meet:* >10%	Year-end results with explanatory text as needed.
	4.2 Percentage of accounts receivables collected by due date. Percentage will be calculated by dividing sum of past due amounts for each month in the FY by sum of accounts receivable balances for those months.	4.2.1 *Exceeds*: >95% *Meets:* 90% - 95% *Does Not Meet*: <90%	Year-end results with explanatory text as needed.

FUNCTIONAL AREA: EMPLOYEE RELATIONS

Objective	Measurements	Expectations
1. Implement and manage an efficient system for handling and resolving employee concerns and complaints at the lowest possible level.	1.1 Average time to resolve internal complaints (formal process) – from date internal complaint is filed to date resolution is formally communicated to employee.	1.1.1 Average time – <30 business days = exceeds 30 = meets >30 = does not meet Extenuating circumstances will be reported and considered as meets
	1.2 Number of complaints filed externally.	1.2.1 < than 3 external complaints = exceeds 3 = meets > than 3 = does not meet

FUNCTIONAL AREA: EEO/AA MANAGEMENT

Objective	Measurements	Expectations
2. Implement and maintain an innovative and results-oriented EEO/AA program that fosters an environment that values diversity.	2.1 Representation of women in Official & Managers and Professionals EEO-11 categories in Grade 11 and above.	2.1.1 Using September 30, 2004, data as a baseline, maintain or increase the percentage of women in Grade 11 and above positions. > 29.6% = exceeds 29.6.% = meets < 29.6% = does not meet The number of opportunities for hire with explanation of good faith efforts will be reported and also considered.
	2.2 Representation of minorities in Officials & Managers and Professionals in EEO-1 categories in Grade 10 and above.	2.2.1 Using September 30, 2004, data as a baseline, maintain or increase the percentage of minorities in Grade 10 and above positions. > 10.7% = exceeds 10.7% = meets < 10.7.% = does not meet The number of opportunities for hire with explanation of good faith efforts will be reported and also considered.
	2.3 Representation of employees with disabilities in the workplace.	2.3.1 Using September 30, 2004, data as a baseline, maintain or increase percentage of employees with disabilities in the workforce. > 4.8% = exceeds 4.8% = meets < 4.8% = does not meet Also report the numbers that constitute the percentage.
	2.4 Representation of minorities in the workforce.	2.4.1 Using September 30, 2004, data as a baseline, maintain or increase percentage of minorities in the workforce. > 13.0% = exceeds 13.0% = meets < 13.0% = does not meet Also report the numbers that constitute the percentage.

FUNCTIONAL AREA: HR FINANCIAL MANAGEMENT

Objective	Measurements	Expectations
3. Negotiate a cost effective charge for continuation of employee assistance program services.	3.1 Per employee charge in comparison to the 2000 contract charge.	3.1.1 New per employee charge < 5.0% = exceeds 5.0% = meets > 5.0% = does not meet

FUNCTIONAL AREA: HR SELF SERVICE

Objective	Measurements	Expectations
4. Survey employees to assess satisfaction with new electronic HR Self-Service capability.	4.1 Employee survey	4.1.1 Overall satisfied response > 75% = exceeds 75% = meets < 75% = does not meet Also report the number of employees surveyed.

ORAU Balanced Score Card
Procurement Services Measures for FY 2005
Business Management Review

PERSPECTIVES	OBJECTIVES	MEASURES	PERFORMANCE EXPECTATION	PERFORMANCE TARGET
I Customer	Customer Satisfaction	Customer Satisfaction Survey Rating. % of customers satisfied with the overall timeliness, quality, and level of communication provided by the procurement office	≥ 94% Satisfactory or better responses = 40 points ≥ 90% Satisfactory or better responses = 38 points ≥ 85% Satisfactory or better responses = 36 points ≥ 80% Satisfactory or better responses = 34 points ≥ 75% Satisfactory or better responses = 30 points ≥ 70% Satisfactory or better responses = 25 points ≥ 65% Satisfactory or better responses = 20 points < 65% Satisfactory or better responses = 0 points	Exceeds Expectation Meets Needs Improvement

PERSPECTIVES	OBJECTIVES	MEASURES	PERFORMANCE EXPECTATION	PERFORMANCE TARGET
II Internal Business Processes	Effective Internal Controls	% of systems in full compliance with stakeholder requirements (e.g., applicable laws, regulations, terms and conditions of contracts, ethics, etc.) based on self assessment and subject to fatal flaw considerations	$\geq$ 90% = 9 points $\geq$ 85% = 7 points $\geq$ 80% = 5 points $\geq$ 75% = 3 points	Exceeds Expectation Meets Needs Improvement
	Effective Supplier Management	% Delivery on-time (includes JIT, excludes Purchase Cards)	$\geq$ 84% = 6 points $\geq$ 80% = 4 points $\geq$ 75% = 2 points $\geq$ 70% = 1 point	Exceeds Expectation Meets Needs Improvement
	Use of Effective Competition	% of total dollars obligated on actions over $100,000 that were awarded using effective competition.	$\geq$ 15% = 3 points $\geq$ 10% = 2 points $\geq$ 5% = 1 point	Exceeds Expectation Meets Needs Improvement
	Effective Utilization of Alternate Procurement Approaches	Rapid Purchasing Techniques		
		1. % of transactions placed by users	$\geq$ 60% = 3 points $\geq$ 50% = 2 points $\geq$ 40% = 1 point	Exceeds Expectation Meets Needs Improvement

PERSPECTIVES	OBJECTIVES	MEASURES	PERFORMANCE EXPECTATION	PERFORMANCE TARGET
		2. % of transactions placed through Rapid Purchasing Techniques.	$\geq$ 60% = 3 points $\geq$ 50% = 2 points $\geq$ 40% = 1 point	Exceeds Expectation Meets Needs Improvement
		3. % of transactions placed through Electronic Commerce.	$\geq$ 50% = 3 points $\geq$ 45% = 2 points $\geq$ 40% = 1 point	Exceeds Expectation Meets Needs Improvement
	Acquisition Process	Average cycle time (exception: Purchase Card) for each of the following dollar ranges:		
		1. Average cycle time for less than or equal to $100,000	$\leq$ 10 days = 5 points $\leq$ 14 days = 3 points $\leq$ 18 days = 2 points $\leq$ 22 days = 1 point	Exceeds Expectation Meets Needs Improvement
		2. Average cycle time for greater than $100,000	$\leq$ 30 days = 5 points $\leq$ 34 days = 3 points $\leq$ 38 days = 2 points $\leq$ 42 days = 1 point	Exceeds Expectation Meets Needs Improvement
		3. Average cycle time for all actions	$\leq$ 13 days = 5 points $\leq$ 17 days = 3 points $\leq$ 21 days = 2 points $\leq$ 25 days = 1 point	Exceeds Expectation Meets Needs Improvement

PERSPECTIVES	OBJECTIVES	MEASURES	PERFORMANCE EXPECTATION	PERFORMANCE TARGET
	Good Corporate Citizenship through Purchasing	% of socioeconomic program goals achieved. Goals are as stated in the ORAU Small Business Plan for SB, SDB, Women Owned SB, and HUBZone Businesses.	Results within 33% of each SBP Goal = 2 points each. Results within 40% of each SBP Goal = 1 point each. Result > 40% from goal =0	Exceeds Expectation Meets Needs Improvement
III Learning and Growth	Employee Satisfaction	Employee Satisfaction Rating % of Procurement employees satisfied with the work environment, and the organizations' professionalism, culture and values. This rating may include data from employee survey, focus groups, or other methods.	$\geq$ 90% Satisfactory or better responses = 5 points $\geq$ 85% Satisfactory or better responses = 4 points $\geq$ 75% Satisfactory or better responses = 3 points $\geq$ 65% Satisfactory or better responses = 2 points < 65% Satisfactory or better responses = 1 point	Exceeds Expectation Meets Needs Improvement
	Employee Alignment	% of Procurement employees whose performance evaluation plans are aligned with organizational goals and objectives.	$\geq$ 98% = 5 points $\geq$ 90% = 4 points $\geq$ 80% = 3 points $\leq$ 79% = 2 points	Exceeds Expectation Meets Needs Improvement

FUNCTIONAL AREA: WORK FOR OTHERS

Performance Objective	Performance Measure	Performance Expectation	Reporting
Timely and accurate processing of Project Approval Packages, Proposal Packages, Funding Authorizations, and Timely Response to DOE Special Requests.	a. Average processing time for project approval packages.	a. 3 days or less exceeds expectations; 4 days meets expectations; and greater than 4 days does not meet expectations.	Tabulation of monthly averages and appropriate explanatory text for all measures.
	b. Average processing time for proposal packages.	b. 3 days or less exceeds expectations; 4 days meets expectations; and greater than 4 days does not meet expectations.	
	c. Average processing time for funding authorizations.	c. 3 days or less exceeds expectations; 4 days meets expectations; and greater than 4 days does not meet expectations.	
	d. Average response time for special requests.	d. 1 day or less exceeds expectations; 2 to 3 days meets expectations; and greater than 3 days does not meet expectations.	
	e. Error rate on business process packages.	e. 2 percent or less exceeds expectations; 3 to 5 percent meets expectations; and over 5 percent does not meet expectations.	

FY 2005 Asset Management Index (AMI) Metrics

Facilities Management Functional Areas

October 1, 2004 to September 30, 2005

Function: ***<u>Facilities Management</u>***

Process: ***<u>Maintenance Management</u>***

Performance Objective	Performance Measure	Performance Expectation	Reporting
1. Manage the stewardship of facility assets in a cost effective manner that ensures their safe and reliable operation and that is consistent with program missions.	**a. Monthly percent of scheduled preventive maintenance (PM) activities completed within 30 days of scheduled date.**	a. E: > 95% M: 85% - 95% N: < 85%	**a. Bar chart posted monthly and explanatory text provided at the end of the twelve month period to DOE-ORO.**
	b. Percent of facility inspections completed vs. facility inspections scheduled.	b. E: > 95% M: 85% - 95% N: < 85%	**b. Bar chart or run chart with explanatory text provided at the end of the twelve month period to DOE-ORO.**

Function: <u>Facilities Management</u>

Process: <u>Energy Management</u>

Performance Objective	Performance Measure	Performance Expectation	Reporting
2. Energy management initiatives are managed consistent with a Comprehensive Energy Management Program that includes applicable requirements of the DOE O 430.2A and Executive Order 13123.	**a. Energy requirements accomplished ÷ requirements scheduled to be accomplished during the twelve month period. The scheduled requirements will be established in accordance with the ORISE Comprehensive Energy Management Program and the ORISE Energy Management Performance Agreement. (Percentage of scheduled requirements that are accomplished.)**	a. E: $\geq$ 85% M: $\geq$75% - <85% N: < 75%	**a. Report at end of twelve month period listing requirements accomplished.**

Function: Facilities Management

Process: Engineering and Construction Management

Performance Objective	Performance Measure	Performance Expectation	Reporting
3. Conduct cost effective and timely engineering and construction operations.	**a. Total of actual costs for General Plant Projects (GPP) and Operating Expense Projects (OPE) completed during the twelve month period divided by total approved baseline TECs for those projects.**	a. E: < 95% M: 95% - 105% N: > 105%	**a. Percent for twelve month period with explanatory text provided to DOE-ORO.**
	b. Total number of months for GPP and OPE project completions during the twelve month period divided by sum of baseline schedules in months for completed projects. Add up all the months for all the projects and divide by the sum of all the baseline (planned) schedules.	b. E: < 95% M: 95% - 105% N: > 105 %	**b. Percent for twelve-month period with explanatory text provided to DOE-ORO.**

ORAU Balanced Score Card (BSC) Summary Table – Property and Vehicle Management

<u>Customer Perspective</u>

Performance Objective	Performance Measure	Performance Expectation	Reporting (Percentages)
C1. Effective service/partnership (i.e., responsiveness, cooperation, quality, timeliness, and level of communication) *Data Source: Customer surveys, documented site visits, random samples, monthly metrics*	C1.1 <u>Core Measure</u>: External customer satisfaction - Extent that external customers are satisfied with specific personal property products and service. C1.2 <u>Core Measure:</u> Internal customer satisfaction - Extent that internal customers are satisfied with specific personal property products and services. Core Elements of C1.1 and C1.2: <u>Timeliness:</u> Extent that internal and external customers are satisfied with timeliness of specific personal property products and services. <u>Quality:</u> Extent of internal and external customer satisfaction with the quality of the information and services provided. <u>Partnership:</u> Extent of internal and external customer satisfaction with the responsiveness, cooperation, and level of communication with the personal property office.	C1.1.1 78-86% customer satisfaction rating (on our scale of 1-5, 4=80%) Exceeds: >4.3 (86%) Meets: 3.9-4.3 (78-86%) Needs improvement: <3.9 (<78%) C1.2.1. 78-86% customer satisfaction rating (on our scale of 1-5, 4=80%) Exceeds: >4.3 (86%) Meets: 3.9-4.3 (78-86%) Needs improvement: <3.9 (<78%) Note: The ORISE survey format is rated on a 1-5 scale as follows: 1. Well Below Expectations/Requirements 2. Below Expectations/Requirements 3. Meets Expectations/Requirements 4. Above Expectations/Requirements 5. Far Exceeds Expectations/Requirements If all ORISE customers rated the Property organizations as "3" (Meets Expectations/Requirements), the percentage would be 60%.	

ORAU Balanced Score Card (BSC) Summary Table

Customer Perspective (Contd.)

Performance Objective	Performance Measure	Performance Expectation	Reporting (Percentages)
C1. Effective Service/Partnership (i.e., responsiveness, cooperation, quality, timeliness, and level of communication) *Data Source: Customer surveys, documented site visits, random samples, monthly metrics*	C1.3 Core Measure: Accuracy of property assignments (internal). Core Element of C1.3: Percent of sampled (10%) non-capital sensitive (NCS) property and equipment, and High Risk property confirmed by the accountable individual or organization as being properly assigned. Formula: % Accuracy = No. of Confirmed Property Assigned Items ***Total No. of Assigned Items***	C1.3.1 98% of sampled NCS property and equipment properly assigned and 100% High Risk property properly assigned. NCS: Exceeds: >99.5% Meets: 98-99.5% Needs Improvement: <98% High Risk: Meets: 100%	

ORAU Balanced Score Card (BSC) Summary Table

Customer Perspective (Contd.)

Performance Objective	Performance Measure	Performance Expectation	Reporting (Percentages)
C1. Effective Service/Partnership (i.e., responsiveness, cooperation, quality, timeliness, and level of communication) *Data Source: Customer surveys, documented site visits, random samples, monthly metrics*	Optional Measure: C1.4 Internal Customer Satisfaction. The extent that internal customers are satisfied with move services provided by the property management office. Core Element of C1.4: Timeliness: The timeliness of move services provided by the property management office after notification by customer. Quality: The quality of move services provided by the property management office and if the quality met their expectations. Partnership: The responsiveness, cooperation, and the level of communication from the property office.	C1.4.1 78-86% customer satisfaction rating (on our scale of 1-5, 4=80%) Exceeds: >4.3 (86%) Meets: 3.9-4.3 (78-86%) Needs improvement: <3.9 (<78%) Note: The ORISE survey format is rated on a 1-5 scale as follows: 1. Well Below Expectations/Requirements 2. Below Expectations/Requirements 3. Meets Expectations/Requirements 4. Above Expectations/Requirements 5. Far Exceeds Expectations/Requirements If all ORISE customers rated the Property organizations as "3" (Meets Expectations/Requirements), the percentage would be 60%.	

ORAU Balanced Score Card (BSC) Summary Table

Internal Business Perspective

Performance Objective	Performance Measure	Performance Expectation	Reporting (Percentages)
IB1. Effective life cycle management of assets to meet departmental missions *Data Source: Physical inventory results, excess and surplus property disposal records, equipment issue/usage records*	IB 1.1 <u>Core Measure</u>: Asset Accountability: Percent of Property subject to physical inventory located during inventory. Core Elements of IB1.1: IB1.1 Percent of equipment located during the current physical inventory (Inventory by Exception). Formula: % Located = <u>Amount Located During Physical Inventory</u> Amount Subject to Physical Inventory	IB1.1.1 Equipment: 99% (acquisition cost) and 98% (line items) located. Exceeds: >99.7% (acquisition cost) and >99% (line items) located Meets: 99-99.7% (acquisition cost) and 98-99% (line items) located Needs Improvement: <99% (acquisition cost) and <98% (line items) located	
	IB1.2 Percent of NCS personal property located during physical inventory (Inventory by Exception).	IB1.2.1 NCS: 99% (acquisition cost) and 98% (line items) located. Exceeds: >99.7% (acquisition cost) and >99% (line items) located Meets: 99-99.7% (acquisition cost) and 98-99% (line items) located Needs Improvement: <99% (acquisition cost) and <98% (line items) located	

ORAU Balanced Score Card (BSC) Summary Table

Internal Business Perspective

Performance Objective	Performance Measure	Performance Expectation	Reporting (Percentages)
IB1. Effective life cycle management of assets to meet departmental missions *Data Source: Physical inventory results, excess and surplus property disposal records, equipment issue/usage records*	IB1.3 Percent of stores inventory confirmed during physical inventory (100% Inventory). IB1.4 Percent of precious metals that is confirmed during physical inventory (100% Inventory). IB1.5 Percent of High Risk Property located during physical inventory	IB1.3.1 Stores: 99.6% of the total acquisition located. Exceeds: >99.8% located Meets: 99.6-99.8% located Needs Improvement: <99.6% located IB1.4.1 Precious Metals: 99.9% of the total acquisition cost located. Exceeds: 100% located Meets: 99.9% located Needs improvement: <99.9% located IB1.5.1 100% of High Risk property acquisition cost and items located	

ORAU Balanced Score Card (BSC) Summary Table

<u>Internal Business Perspective</u> (Contd.)

Performance Objective	Performance Measure	Performance Expectation	Reporting (Percentages)
IB1. Effective life cycle management of assets to meet departmental missions *Data Source: Physical inventory results, excess and surplus property disposal records, equipment usage/issue records*	<u>IB1.6 Core Measure</u>: Equipment Utilization. Core Element of IB1.6: IB1.6 Percent of motor vehicles meeting local utilization standards and objectives. Formula: % = <u>No. of Items Meeting Standards/Objectives</u> Total No. of Items Subject to Standards/Objectives IB1.7 <u>Core Measure</u>: Percent of increase in the volume of items reported excess and disposed of within 180 days as compared to the previous cycle Formula: % = <u>No. of Items Disposed Within 180 Days</u> Total No. of Items Disposed	IB1.6.1 Vehicles meet established individual goals annually. Exceeds: >95% Meets: 85-95% Needs Improvement: <85% B1.7.1 90% of disposal actions completed within 180 days of turn in for disposition. Exceeds: 90% of actions completed <150 days Meets: 90% of actions completed within 150-180 days Needs Improvement: 90% of actions completed >180 days	

ORAU Balanced Score Card (BSC) Summary Table

<u>Internal Business Perspective</u> (Contd.)

Performance Objective	Performance Measure	Performance Expectation	Reporting (Percentages)
IB1. Effective life cycle management of assets to meet departmental missions *Data Source: Physical inventory results, excess and surplus property disposal records, equipment usage/issue records*	IB1.8 Operation Costs. Total operation cost of ORISE fleet vehicles for the current fiscal year.	IB1.8.1 Total annual operation cost of ORISE fleet vehicles will be <$0.40 per mile. Exceeds: <$0.34 per mile Meets: $0.34-0.40 per mile Needs improvement: >$0.40 per mile	
	IB1.9 Vehicle Preventative Maintenance (PM)/Safety Inspections (SI) performed.	IB1.9.1 PM/SI completed within 45 days of the due date. Exceeds: < 30 days Meets: 30-45 days Needs Improvement: > 45 days	
	1B1.10 <u>Core Measure:</u> Personal Property acquired via purchase card is recorded in the property and financial management systems.	1B1.10.1 Property is recorded in 72 hours (3 working days) Exceeds: <48 hours Meets: 48-72 hours Needs Improvement: <72 hours	
	1B1.11 <u>Core Measure:</u> Ensure that subcontractor-held property is recorded in the Contractor's property management system.	1B1.11.1 National Target: 98% Exceeds: > 99% Meets: 98-99% Needs Improvement: <98%	

ORAU Balanced Score Card (BSC) Summary Table

Internal Business Perspective (Contd.)

Performance Objective	Performance Measure	Performance Expectation	Reporting (Percentages)
IB2. Use of Information Technology to Improve Asset Management Performance *Data Source: Personal property database, surplus property sales records, and supporting documentation*	IB2.1 The percent of surplus items sold using "on line" sales media during the year Formula: % Items Sold On Line = # of Items Sold On Line During the Year Total # of Items Sold During the Year Optional Measure: IB2.1 Accurate and complete Facilities Information Management System (FIMS) data	IB2.1.1 Baseline and Trend (Increase the number of items sold "on line" by 5% per year for three years) IB3.1.1 FIMS shall be updated with new and revised data on a continuing basis. Maintenance data shall be entered into FIMS on a schedule as required by DOE HQ. The maintenance data input schedule for FIMS is: Deferred Maintenance: 9/30 Annual Actual and Required Maintenance: 10/30 Next FY Annual Required Maintenance: 12/15	Not Applicable to ORAU

ORAU Balanced Score Card (BSC) Summary Table

Internal Business Perspective (Contd.)

Performance Objective	Performance Measure	Performance Expectation	Reporting (Percentages)
IB3. Effective compliance with the Energy Policy Act of 1992 and Executive Order 13149 *Data Source: Physical inventory results, excess and surplus property disposal records, equipment usage/issue records*	1B3.4 Optional Measure: Alternative Fuel Acquisition Rate: Number of Vehicles Scheduled for Replacement/Additions **Formula:** % AFV Acquisition Rate = $\frac{\text{Number of AFV Ordered}}{\text{\# of Vehicles Scheduled for Replacement/ Additions that are offered as AFVs}}$	1B3.4.1 Scoring Percentage Acquired Outstanding 75% or more Excellent 60% - 75% Good 55% - 59% Marginal 50% - 54% Unsatisfactory Less than 50%	

ORAU Balanced Score Card (BSC) Summary Table

Learning and Growth Perspective

Performance Objective	Performance Measure	Performance Expectation	Reporting (Percentages)
LG1. Access to Dynamic and Strategic Information and Management Systems *Data Source: Meeting records, briefings, bulletins, announcements, etc.*	LG1.1 <u>Core Measure:</u> Systems Access: Extent to which reliable property management system measures are in place and communicated regularly. Core Element of LG1.1: Percent of internal and external customers communication plan (addressing BSC objectives, measures, targets, and results) completed. Formula: % Plan Completion = <u>Plan Elements Implemented</u> Local Communication Plan	LG1.1.1 BSC related statistics disseminated to external and internal customers per the communication plan. Exceeds: 100% Meets: 80% - 99% Needs Improvement: <80%	

ORAU Balanced Score Card (BSC) Summary Table

Learning and Growth Perspective

Performance Objective	Performance Measure	Performance Expectation	Reporting (Percentages)
LG2. Employee Alignment *Data Source: Training records, certificates, performance plans and reviews*	LG2.1 <u>Core Measure:</u> Employee Alignment - Percent of property management employees having performance expectations and training requirements that respond to BSC objectives (if funding is available) Core Elements of LG2.1: LG2.1.1 Percent of scheduled training, supporting BSC objectives, completed by property management personnel. LG2.1.2 Percent of personal property professional staff with an individual development plan based on BSC objectives. LG2.1.3 Percent of personal property professional staff that received an annual review of performance against BSC objectives. Formula: % = <u>No. of Prop Employees Meeting Core Measure</u> Total No. of Employees	LG2.1.1, LG2.1.2, and LG2.1.3 50% of all employees who have performance expectations and training objectives that support BSC objectives. Exceeds: >50% Meets: 50% Needs Improvement: <50%	

ORAU Balanced Score Card (BSC) Summary Table

Financial Perspective

Performance Objective	Performance Measure	Performance Expectation	Reporting (Percentages)
F1. Optimum Cost Efficiency of Property Management Operations *Data Source:* *Accounting records, cost analysis, reutilization records*	F1.1 <u>Core Measure:</u> Cost of major processes. Core Element of F1.1: Fully burdened costs of conducting all major inventories (non-capital and equipment). F1.2 <u>Core Measure:</u> Efficiency (cost vs. performance) of targeted processes. Core Elements of F1.2: F1.2.1 Establish cost/performance baseline for inventory based on number of line items. F1.2.2 Establish cost/performance baseline for inventory based on acquisition cost. Formula: $\% = \frac{\text{Current year cost}}{\text{Past year's average costs}}$	F1.1.1 Baseline and trend annually. F1.2.1 and F1.2.2 Improving trend (lower cost and/or performance improvement). Exceeds: <50% of average Meets: 50-110% of average Needs Improvement: >110% of average	

ORAU Balanced Score Card (BSC) Summary Table

Financial Perspective

Performance Objective	Performance Measure	Performance Expectation	Reporting (Percentages)
F1. Optimum Cost Efficiency of Property Management Operations *Data Source: Accounting records, cost analysis, reutilization records* F2. Ensure the fleet is comprised of vehicles needed to meet the site's mission and still achieve maximum economy and efficiency. Data Source Vehicle inventory, internal vehicle utilization records, trip records and fleet systems.	Optional Measure: F1.3 Asset Reutilization. Acquisition cost of personal property reutilized during current FY. Optional Element of F1.3: Acquisition cost of property donated to public educational institutions, institutions of higher learning, ERLE, and transferred to and from other agencies/contractors or recycled through approved recycler. Formula: % = Assets Reutilized Annual Declared Excess and Surplus Property F2.1 Core Measure By each non-law enforcement sport utility vehicle (SUV), compare the number of trips made that required driving on other than normal road conditions with the total number of trips the SUV made. Core Elements: Based on statistics that SUVs are less economical and efficient to drive, determine if SUVs were required to accomplish assigned tasks during the period. By vehicle, compare the number	F1.3.1 Asset reutilization will be >30% of annual declared excess and surplus personal property. Exceeds: >30% Meets: 20-30% Needs Improvement: <20% F2.1.1 National Target 90% of each SUV's trips require driving on other than normal road conditions Exceeds: >90% Meets: 85-90% Needs Improvement: <85%	

F3. To ensure DOE meets the reduction of petroleum consumption requirement of Executive Order 13149. Data Source: Federal Automotive Statistical Tool System, internal fuel use records, vehicle utilization records and strategy for acquiring alternative fuel vehicles.	of trips each SUV made that required driving on other than normal road conditions with the total number of trips each SUV made. F3.1 Core Measure: The percent of reduced petroleum consumption within entire motor vehicle fleet as compared with FY99 petroleum consumption levels. Core Element: The measure is intended to demonstrate, by trending data, the level of petroleum consumption reduction accomplished within the motor vehicle fleet. **Formula:** % of AF Used in Flex-Fuel Vehicles = <u>Total Gallons of Alternative Fuel Consumed</u> Total Gallons of All Types of Fuel Consumed	F3.1.1 National Target: As compared to FY99 petroleum consumption levels, for FY05, demonstrate a significant improving trend reducing the net petroleum consumption, and by FY08, achieve at least a 20% petroleum consumption reduction. Scoring Percentage of Alternative Fuel Used: Outstanding 75% or more Excellent 65% - 74% Good 55% - 64% Marginal 45% - 54% Unsatisfactory Less than 45%	

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SECTION L
ATTACHMENT L
CERTIFICATION OF INTENT TO PROVIDE COMPARABLE PAY AND BENEFITS

As an authorized company representative, I certify that the company will provide to incumbent contractor employees a pay and benefits package that is comparable in the aggregate, to the pay and benefits currently provided by Oak Ridge Associated Universities under Contract No. DE-AC05-00OR22750 as outlined in Section H, the clause entitled "Workforce Transition and Management." As indicated below, an independent actuary certifies that the proposed benefits package is comparable in the aggregate.

____
Typed Name and Signature (Date)

____
Title

____
Company

As an authorized independent actuary, I certify the pay and benefits package proposed by _________________________________ (name of offeror) is comparable in the aggregate, to the employee benefit package currently provided by Oak Ridge Associated Universities under Contract No. DE-AC05-00OR22750.

____
Typed Name and Signature (Date)

____
Title

____
Company Name

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Address

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City, State, and Zip Code

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Telephone Number

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E-mail Address

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